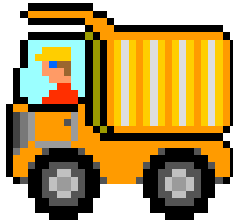


Transportation Technician Skill Based Pay Tracking System



Administrative Program Guide

December 2004



**Engineering Applications Development Group
Information Technology
North Carolina Department of Transportation**

Transportation Technician Skill Based Pay

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Transportation Technician Skill Based Pay

1. LOGGING INTO THE TRANSPORTATION TECHNICIAN SBP.

Step 1. Look for the Transportation Technician SBP icon.

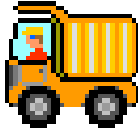


Figure 1-1 TTSPB Icon

Step 2. Left-double mouse click on the icon.

Step 3. Wait for TTSPB to load on your desktop and look for the Login Box.

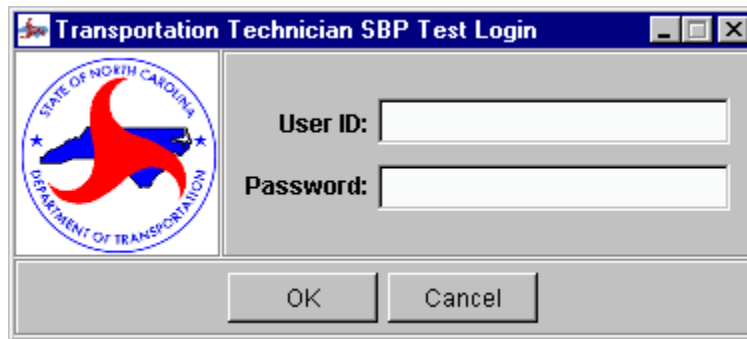
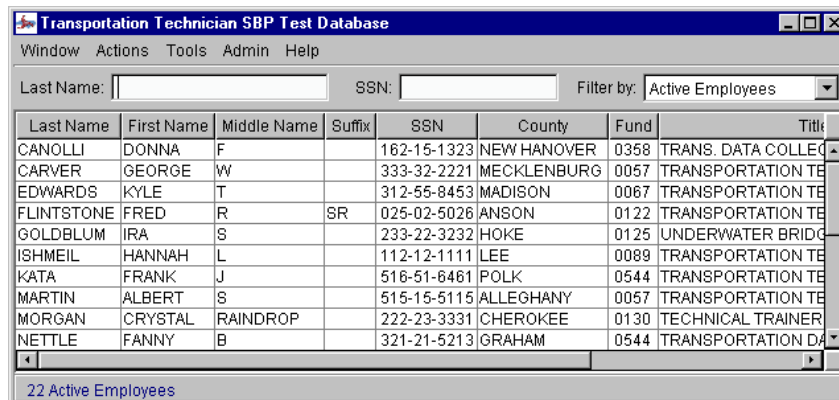


Figure 1-2 Login Screen

Step 4. Enter your NCDOT Netscape Email User ID and Password in the Login Box.

Step 5. You will see the Employee screen showing the transportation technician personnel that your role is allowed to view.



Last Name	First Name	Middle Name	Suffix	SSN	County	Fund	Title
CANOLLI	DONNA	F		162-15-1323	NEW HANOVER	0358	TRANS. DATA COLLEC
CARVER	GEORGE	W		333-32-2221	MECKLENBURG	0057	TRANSPORTATION TE
EDWARDS	KYLE	T		312-56-8453	MADISON	0067	TRANSPORTATION TE
FLINTSTONE	FRED	R	SR	025-02-5026	ANSON	0122	TRANSPORTATION TE
GOLDBLUM	IRA	S		233-22-3232	HOKE	0125	UNDERWATER BRIDG
ISHMEIL	HANNAH	L		112-12-1111	LEE	0089	TRANSPORTATION TE
KATA	FRANK	J		516-51-6461	POLK	0544	TRANSPORTATION TE
MARTIN	ALBERT	S		515-15-5115	ALLEGHANY	0057	TRANSPORTATION TE
MORGAN	CRYSTAL	RAINDROP		222-23-3331	CHEROKEE	0130	TECHNICAL TRAINER
NETTLE	FANNY	B		321-21-5213	GRAHAM	0544	TRANSPORTATION DA

22 Active Employees

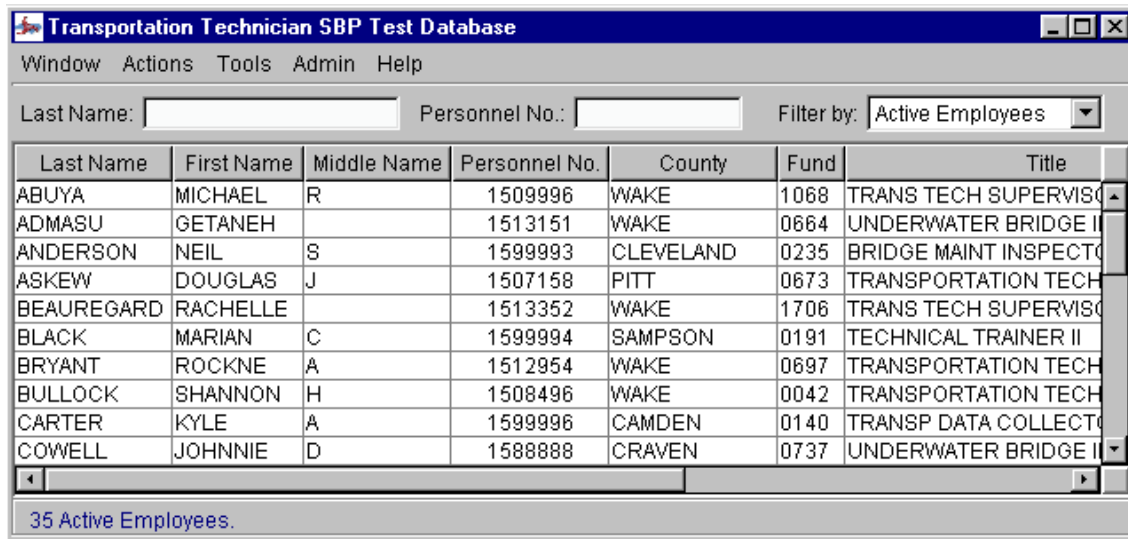
Figure 1-3 Initial Screen for TTSPB System.

Transportation Technician Skill Based Pay

2. THE INITIAL INFORMATION DISPLAYED

(Excel spreadsheet style) is:

- Last Name,
- First Name,
- Middle Name,
- Personnel number,
- County,
- Fund,
- Title,
- Position number,
- Race
- Gender



Last Name	First Name	Middle Name	Personnel No.	County	Fund	Title
ABUYA	MICHAEL	R	1509996	WAKE	1068	TRANS TECH SUPERVISOR
ADMASU	GETANEH		1513151	WAKE	0664	UNDERWATER BRIDGE II
ANDERSON	NEIL	S	1599993	CLEVELAND	0235	BRIDGE MAINT INSPECTOR
ASKEW	DOUGLAS	J	1507158	PITT	0673	TRANSPORTATION TECH
BEAUREGARD	RACHELLE		1513352	WAKE	1706	TRANS TECH SUPERVISOR
BLACK	MARIAN	C	1599994	SAMPSON	0191	TECHNICAL TRAINER II
BRYANT	ROCKNE	A	1512954	WAKE	0697	TRANSPORTATION TECH
BULLOCK	SHANNON	H	1508496	WAKE	0042	TRANSPORTATION TECH
CARTER	KYLE	A	1599996	CAMDEN	0140	TRANSP DATA COLLECTOR
COWELL	JOHNNIE	D	1588888	CRAVEN	0737	UNDERWATER BRIDGE II

35 Active Employees.

Figure 2-1 Initial Information Screen

Searches can be performed on either the “Last Name” or the “Personnel No.” field. Filtering can be either “Active Employees” or “Inactive Employees.” Sorting can be performed on any field by double-clicking the field name.

Menu options are “Window”, “Actions”, “Tools”, “Admin”, and “Help.”

- The “**Window**” option allows the user to **exit** the program.
- “**Actions**” allows the user to **add, edit, activate, deactivate or delete** an employee. It also allows the user to edit an employee’s skills.
- “**Tools**” provides a mechanism for **printing** assignments and salaries; for **viewing** skills and paths; and for **running reports** of employee information based on compensation level, cost center, and market rate.
- The “**Admin**” option allows the user to **add, drop or swap** assignments; to edit skills and paths; and to **add, edit, delete, enable or disable** other users.
- The “**Help**” option lets you **view** information about the Skill Tracking System.

Transportation Technician Skill Based Pay

3. ACTIONS

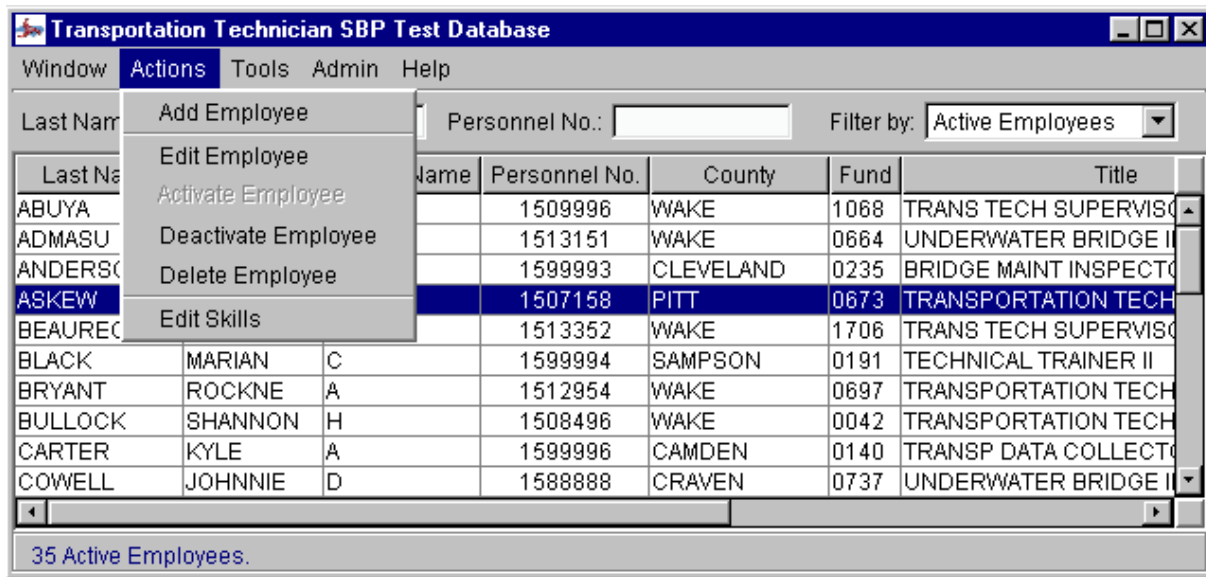


Figure 3-1 Action Options

3.1 ADD EMPLOYEE.

Upon selecting this option, you will be prompted for the employee's Personnel identification number.

The 'Add New Employee' dialog box is shown. It contains a text prompt 'Please Enter Personnel No.' in red, followed by a text input field labeled 'Personnel No. :'. At the bottom, there are two buttons: 'Accept' and 'Cancel'.

If the employee's personnel information is available, you will see the Add Employee screen with the personnel information already entered. Add any additional information and press the **Save Employee** button when finished.

Transportation Technician Skill Based Pay

Add Employee

Window Print

Identification Info

First Name: DOUGLAS
Middle Name: J
Last Name: ASKEW
Personnel No.: 1507158

EEO Info

Race: WHITE
Gender: MALE

Position Info

Fund: 0673
Position No.: 4250-0403-0202-303
Title Code: 08289
Title: TRANSPORTATION TECH I
Position Type: PMFT
County: PITT
Salary: \$29,926.00

Save Close

Figure 3.1 – 1 Add Employee Window. Fields on the “Add Employee” screen are divided into three areas: Identification Info, EEO Info, and Position Info.

Having completed the necessary fields, the user may choose to save the entry or close the window without saving. In addition to the command buttons (“Save” and “Close”), there are two pull-down menus on this screen, “Window” and “Print.” The “Window” menu allows the user to close the window. The “Print” menu allows the user to print the employee’s profile.

If the employee’s personnel information is not available, you will see a warning and the employee will not be able to be added at this time.



Data for personnel fields is available by data transfer. You cannot add information or edit information to one of the personnel fields. These fields are updated daily (business days). Please contact your system administrator if additional edits are required.

Transportation Technician Skill Based Pay

3.2 EDIT EMPLOYEE.

When this option is selected, a window identical to the “Add Employee” window pops up. The user can make whatever edits are necessary and then decide whether to save the changes or close the window (thus keeping the older data). Note: Personnel information fields are locked and cannot be edited from this system. Please contact your System Administrator regarding editing locked fields.

The screenshot shows a window titled "Edit Employee" with a menu bar containing "Window" and "Print". The window is divided into three main sections: "Identification Info", "Position Info", and "EEO Info".

Identification Info:

- First Name: JOHNNIE
- Middle Name: D
- Last Name: COWELL
- Personnel No.: 1588888

Position Info:

- Fund: 0737
- Position No.: 4250-0304-0502-376
- Title Code: 08206
- Title: UNDERWATER BRIDGE INSPEC I
- Position Type: PMFT
- County: CRAVEN
- Salary: \$24,588.00

EEO Info:

- Race: WHITE
- Gender: MALE

At the bottom of the window are two buttons: "Save" and "Close".

Figure 3.2 – 1 Edit Employee Window

3.3 ACTIVATE/DEACTIVATE EMPLOYEE.

These commands act as toggles to move a selected employee to either active or inactive status. Making an employee inactive is preferable to deleting an employee from the database. If an employee is rehired or by some other means made active once more, the data for that employee is still stored in the database. If you deleted the employee, that information would all be gone.

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3.4 EDIT SKILLS.

When you select this option, one of three screens will appear. The employee may not have a skill path available to him/her; a skill path may not have been selected; or the proper screen for editing skills. These screens are as follows:



Figure 3.4 – 1 No Skills

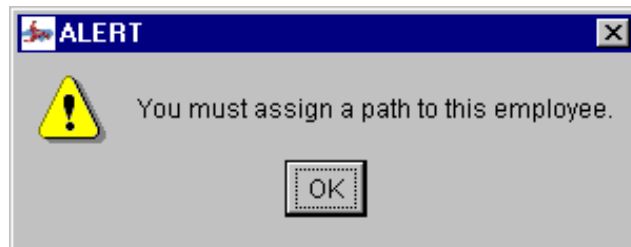


Figure 3.4 – 2 No Selected Path

A screenshot of a software window titled "Transportation Tech IV: WHITE, JULIA MARY". The window has a menu bar with "Window" and "Print". Below the menu bar are four tabs: "Paths", "Assignments", "Performance", and "Allowance", with "Paths" being the active tab. The main content area is titled "Competency Paths" and contains a table with the following data:

Assigned	Path Name	Unit Code	Comp Level	
<input type="checkbox"/>	TT IV	DS	A1	4DS14A, 4DS14B, 4DS14C, 4DS14D, 4DS15A, 4DS15B, .
<input checked="" type="checkbox"/>	TT IV	DS	A1	4DS18A, 4DS18B, 4DS18C, 4DS19B, 4DS19C
<input type="checkbox"/>	TT IV	DS	A1	4DS1A, 4DS1B, 4DS1C, 4DS2A, 4DS2B, 4DS2C, 4DS3A,
<input type="checkbox"/>	TT IV	DS	A1	4DS7A, 4DS7B, 4DS7C, 4DS7D, 4DS8A, 4DS8B, 4DS8C,

Below the table is a large empty gray rectangular area. At the bottom of the window, there are two instructions: "To Assign Path: Select Path and Press Update." and "To Unassign Path: Press Clear." Below these instructions are two buttons: "Update" and "Clear".

Figure 3.4 – 3 Proper Screen for Editing

Transportation Technician Skill Based Pay

There are four tabs available in the Skill **Edit** window. They are paths, assignments, performance and allowance.

3.4.1 PATHS

The **PATHS** screen is used to select (update) the path chosen for the employee. The path shown in this window lists the skills needed to attain completion of the path. For a path to be available to an employee, the employee's fund, title and title code must match the path criteria (employee level and cost center).

Transportation Tech IV: WHITE, JULIA MARY				
Window Print				
<div> <div>Paths</div> <div> <div>Assignments</div> <div>Performance</div> <div>Allowance</div> </div> </div>				
Competency Paths				
Assigned	Path Name	Unit Code	Comp Level	
<input type="checkbox"/>	TT IV	DS	A1	4DS14A, 4DS14B, 4DS14C, 4DS14D, 4DS15A, 4DS15B, 4DS15C, 4DS15D, 4DS15E, 4DS15F, 4DS15G, 4DS15H, 4DS15I, 4DS15J, 4DS15K, 4DS15L, 4DS15M, 4DS15N, 4DS15O, 4DS15P, 4DS15Q, 4DS15R, 4DS15S, 4DS15T, 4DS15U, 4DS15V, 4DS15W, 4DS15X, 4DS15Y, 4DS15Z
<input checked="" type="checkbox"/>	TT IV	DS	A1	4DS18A, 4DS18B, 4DS18C, 4DS18D, 4DS18E, 4DS18F, 4DS18G, 4DS18H, 4DS18I, 4DS18J, 4DS18K, 4DS18L, 4DS18M, 4DS18N, 4DS18O, 4DS18P, 4DS18Q, 4DS18R, 4DS18S, 4DS18T, 4DS18U, 4DS18V, 4DS18W, 4DS18X, 4DS18Y, 4DS18Z
<input type="checkbox"/>	TT IV	DS	A1	4DS1A, 4DS1B, 4DS1C, 4DS1D, 4DS1E, 4DS1F, 4DS1G, 4DS1H, 4DS1I, 4DS1J, 4DS1K, 4DS1L, 4DS1M, 4DS1N, 4DS1O, 4DS1P, 4DS1Q, 4DS1R, 4DS1S, 4DS1T, 4DS1U, 4DS1V, 4DS1W, 4DS1X, 4DS1Y, 4DS1Z
<input type="checkbox"/>	TT IV	DS	A1	4DS7A, 4DS7B, 4DS7C, 4DS7D, 4DS7E, 4DS7F, 4DS7G, 4DS7H, 4DS7I, 4DS7J, 4DS7K, 4DS7L, 4DS7M, 4DS7N, 4DS7O, 4DS7P, 4DS7Q, 4DS7R, 4DS7S, 4DS7T, 4DS7U, 4DS7V, 4DS7W, 4DS7X, 4DS7Y, 4DS7Z
<div> <div>←</div> <div></div> <div>→</div> </div>				
To Assign Path: Select Path and Press Update.				To Unassign Path: Press Clear.
Update		Clear		

Figure 3.4.1 – 1 Paths Screen

3.4.2 ASSIGNMENTS.

The **Assignments** tab allows the user to view, add, edit or delete skills that have been awarded to an employee. The award may be due to work (20% or more of work time, less than 20% of work time).

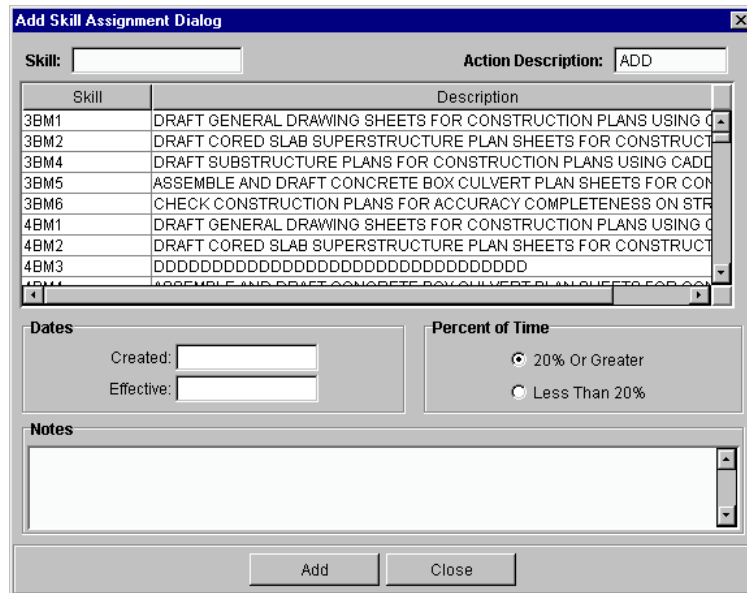
Transportation Tech IV: WHITE, JULIA MARY					
Window Print					
Paths	Assignments	Performance	Allowance		
Current Assignments					
Competency	Created Date	Effective Date	Pct Time	Rank	
3BM1	05-03-2004	05-03-2004	20GT	3	DRAFT GENERAL DRAWING SHEETS FOR C
4BM3	05-03-2004	05-03-2004	ADD	3	DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
13BM1	05-03-2004	05-03-2004	LT20	3	ABILITY TO REVIEW UNDERWATER INSPC
<div style="border: 1px solid black; height: 150px;"></div>					
<div style="border: 1px solid black; padding: 5px;"> < <input type="text"/> > </div>					
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Add Edit Delete </div>					

Figure 3.4.2 – 1 Assignments Screen.

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ADD.

If the user wants to add a skill to the employee, he/she would select the “**Add**” command button.



The "Add Skill Assignment Dialog" box features a title bar with a close button. It includes a "Skill:" text box and an "Action Description:" dropdown menu set to "ADD". Below these is a table with two columns: "Skill" and "Description". The table lists several skills, including 3BM1 through 4BM3, with descriptions related to drafting and construction plans. Below the table are two sections: "Dates" with "Created:" and "Effective:" text boxes, and "Percent of Time" with two radio buttons: "20% Or Greater" (selected) and "Less Than 20%". At the bottom is a "Notes" text area and two buttons: "Add" and "Close".

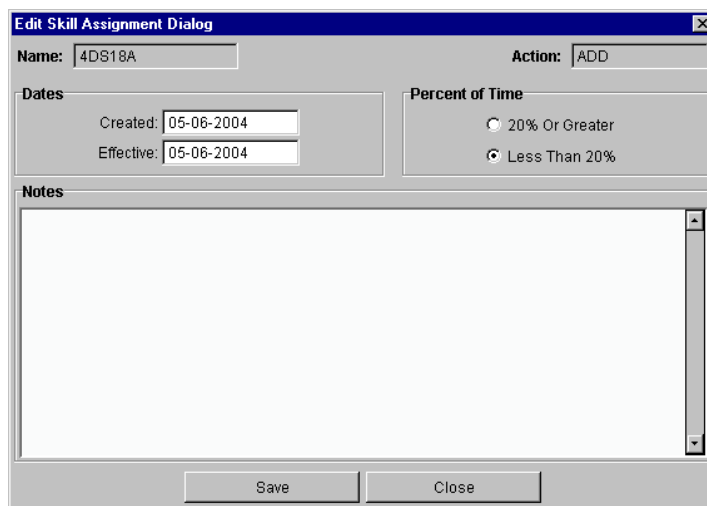
Skill	Description
3BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING C
3BM2	DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRUCT
3BM4	DRAFT SUBSTRUCTURE PLANS FOR CONSTRUCTION PLANS USING CADD
3BM5	ASSEMBLE AND DRAFT CONCRETE BOX CULVERT PLAN SHEETS FOR CON
3BM6	CHECK CONSTRUCTION PLANS FOR ACCURACY COMPLETENESS ON STR
4BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING C
4BM2	DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRUCT
4BM3	DD

Figure 3.4.2 – 2 Add a Skill.

All available skills are listed in this window. To find a skill quickly, enter the skill number in the skill search field near the top of the screen. The created and effective dates must be populated for the “add” to take place. After choosing whether the skill takes less than or greater than 20%, the user may add the skill to the selected employee or close the window (no changes or additions put in effect).

EDIT.

The “**Edit**” command button allows the user to edit a selected skill. The skill number can not be edited – only the dates (created, effective) and whether the task takes less than or greater than 20% of the time.



The "Edit Skill Assignment Dialog" box features a title bar with a close button. It includes a "Name:" text box containing "4DS18A" and an "Action:" dropdown menu set to "ADD". Below these are two sections: "Dates" with "Created:" and "Effective:" text boxes containing "05-06-2004", and "Percent of Time" with two radio buttons: "20% Or Greater" and "Less Than 20%" (selected). At the bottom is a "Notes" text area and two buttons: "Save" and "Close".

Figure 3.4.2 – 3 Skill number cannot be edited.

Transportation Technician Skill Based Pay

DELETE.

By selecting the “**Delete**” command button from the Assignments window, you may delete a selected skill. You will be prompted for confirmation on the delete.

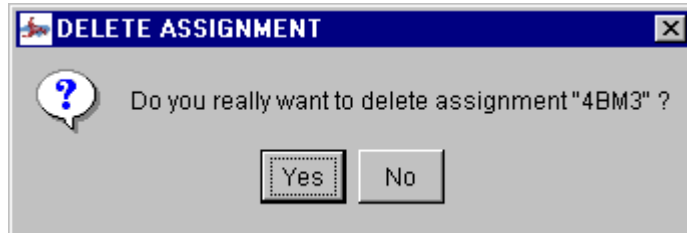


Figure 3.4.2 – 4 Warning given when deleting.

3.4.3 PERFORMANCE.

The **Performance** window allows the user to view the earned skills – both for the assigned/planned path (core skill) as well as skills earned outside the path requirements (add-on skill). Also shown on this screen is salary data concerning the position, the track, the earned skills, and the recommended salary for the employee.

A screenshot of the "Performance" window for "Transportation Tech IV: WHITE, JULIA MARY". The window has a menu bar with "Window" and "Print". Below the menu bar are four tabs: "Paths", "Assignments", "Performance" (which is selected), and "Allowance". The main area is divided into two panels: "Core Performance" and "Add-On Performance".
Core Performance Table:

Comp	Value	Met By
4DS18A	\$2,583.60	4DS18A
4DS18B	\$0.00	
4DS18C	\$0.00	
4DS19B	\$0.00	
4DS19C	\$0.00	

Add-On Performance Table:

Comp	Value	Met By	Rank	Pct Time
------	-------	--------	------	----------

At the bottom of the window, there are several salary-related fields:

Min:	\$30,582.00	Core:	\$2,583.60	Mkt Ref:	\$43,500.00	Cur Sal:	\$25,000.00
Max:	\$52,061.00	Add-On:	\$0.00	Perform:	\$2,583.60	Rec Sal:	\$33,165.60

Figure 3.4.3 – 1 The Performance screen.

The “**MIN**” and “**MAX**” fields relate to the lower and upper bounds of the salary range for the position title/ title code. The “**CORE**” field reflects those skills on the path that have been met. The “**ADD-ON**” field reflects values of skills not on the path that have been met in the current year. The field “**MKT REF**” reflects the market value/reference for the position title/ title code. The field

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“**PERFORM**” is the combination of the **CORE** skills and the **ADD-ON** skills. The field “**CUR SAL**” is the employee’s current salary. The field “**REC SAL**” is the recommended salary for this specific employee (based on skill values met and current salary).

3.4.4 ALLOWANCE AND ROLLING DATE.

The **Allowance** window displays the Salary Actions Table, Skill Allowance Information, and Salary Data. Salary changes, accompanied by the respective effective date, are shown in the “**Salary Actions Table**.” This information is used to assure that no employee exceeds a 10% skill allowance in any given 12-month period.

The end date of the 12-month period is called the rolling date. The system calculates backward 12 months to find the period start date and the “skill-based pay salary.” The 10% allowance is computed on the skill-based pay salary. All acceptable skills¹ completed during the 12-month period and all in-range salary events awarded within the 12-month period are deducted from the allowance.

It is possible to plan for future skill or in-range salary awards by entering the data with the proposed appropriate future date and using that date as the rolling date. To edit the rolling date, select the pull-down menu “Salary History”. You must be on the Salary History tab to be able to access the Salary History pull-down menu. You can edit the rolling date from that menu.

Skill Allowance Information includes the “**Rolling Date**”, the “**SBP Salary**”, the “**Skill Allowance**”, and the “**Balance**” available of the “Skill Allowance.” The field “**Skill Allowance**” reflects 10% of the “**SBP Salary**.”

The Salary Data Information includes the “**Minimum**”, “**Reference**”, “**Maximum**”, “**Current**”, and “**Recommended**” salary amounts. As in the Performance window, the fields “**Minimum**” and “**Maximum**” refer to the lower and upper bounds of the salary range for the given position title and title code. The “**Reference**” amount is the researched market value for the position. The “**Current**” amount is what the employee is currently paid. The “**Recommended**” amount is what the employee should be paid based on market value, skills and experience.

¹ A skill must be appropriate for the department code and the level of the employee.

Transportation Technician Skill Based Pay

TRANSPORTATION TECH V: BRYANT, ROCKNE A

Window Print

Paths Assignments Performance Allowance

Salary Actions Table

Effective Date	New Salary
12-16-2003	\$30,848.00
12-16-2004	\$32,283.33

Salary Actions : 2 Rolling Period : 12-28-2003 To 12-28-2004 Rolling Salary : \$32,283.33

Skill Allowance Info

Rolling Date : 12-28-2004

SBP Salary : \$30,848.00

Skill Allowance : \$3,084.80

Balance : \$1,649.47

Overflow : \$0.00

Salary Data

Minimim : \$30,582.00

Reference : \$43,500.00

Maximim : \$52,061.00

Current : \$30,848.00

Recommended : \$32,017.33

Edit Rolling Date

Figure 3.4.4 – 1 The Allowance screen.

4. TOOLS.

The **TOOLS** pull-down menu allows the user to **Print Assignments**, **Print Salaries**, **View Skills**, **View Paths**, and run **Reports**.

4.1 PRINT ASSIGNMENTS.

The **Print Assignments** window allows you to enter a specific skill and then run a report so you can view all the employees who have earned that skill.

Transportation Technician SBP - Print Assignments

Prints all workers that have the selected skill assigned to them.

Skill:

Skill	Description
3BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING
3BM2	DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRU
3BM4	DRAFT SUBSTRUCTURE PLANS FOR CONSTRUCTION PLANS USING CA
3BM5	ASSEMBLE AND DRAFT CONCRETE BOX CULVERT PLAN SHEETS FOR C
3BM6	CHECK CONSTRUCTION PLANS FOR ACCURACY COMPLETENESS ON S
4BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USIN

Divisions

1
2
3
4

Counties

ALAMANCE
ALEXANDER
ALLEGHANY
ANSON

Print Close

Figure 4.1 – 1 Print Assignments Screen.

Transportation Technician Skill Based Pay

You can select a specific division and/or county for this report.

Prints all workers that have the selected skill assigned to them.

Skill:

Skill	Description
3BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING
3BM2	DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRU
3BM4	DRAFT SUBSTRUCTURE PLANS FOR CONSTRUCTION PLANS USING CA
3BM5	ASSEMBLE AND DRAFT CONCRETE BOX CULVERT PLAN SHEETS FOR C
3BM6	CHECK CONSTRUCTION PLANS FOR ACCURACY COMPLETENESS ON S
3BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USIN

Divisions: 1, 2, 3, 4

Counties: ALAMANCE, ALEXANDER, ALLEGHANY, ANSON

Print Close

Figure 4.1 – 2 You may choose a division and/or a county. However neither item is required to run the report.

To run the report, click on the Print button.

http://207.4.62.125/dev60cgi/wcpgi60.exe?TTCBPUSER¶mform=no&report=assignments.rdl&P_COMPETENCY_ID

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://207.4.62.125/dev60cgi/wcpgi60.exe?TTCBPUSER¶mform=no&report=assignments.rdl&P_COMPETENCY_ID

Google Search Web 64 blocked AutoFill Options

88%

Bookmarks

Thumbnails

Skill Assignments By County
NCDOT Transportation Technician SBP Database
Page 1 of 1

Employee Skill = 3BM1

County = ALAMANCE

County	Employee Name	Skill	Position No.	Title	Date	Fund No.
ALAMANCE	VENTON, BOOBY Q	3BM1	4864-6466-4646-464	Technical Trainer III	06-19-2003	0125

County = DARE

County	Employee Name	Skill	Position No.	Title	Date	Fund No.
DARE	WHITE, JULIA MARY	3BM1	1777-3737-3737-373	Transportation Tech IV	07-02-2004	0122

County = GRAHAM

County	Employee Name	Skill	Position No.	Title	Date	Fund No.
GRAHAM	SMITH, ADAM JOHN	3BM1	5555-6666-4444-888	Transportation Tech IV	06-17-2003	0057

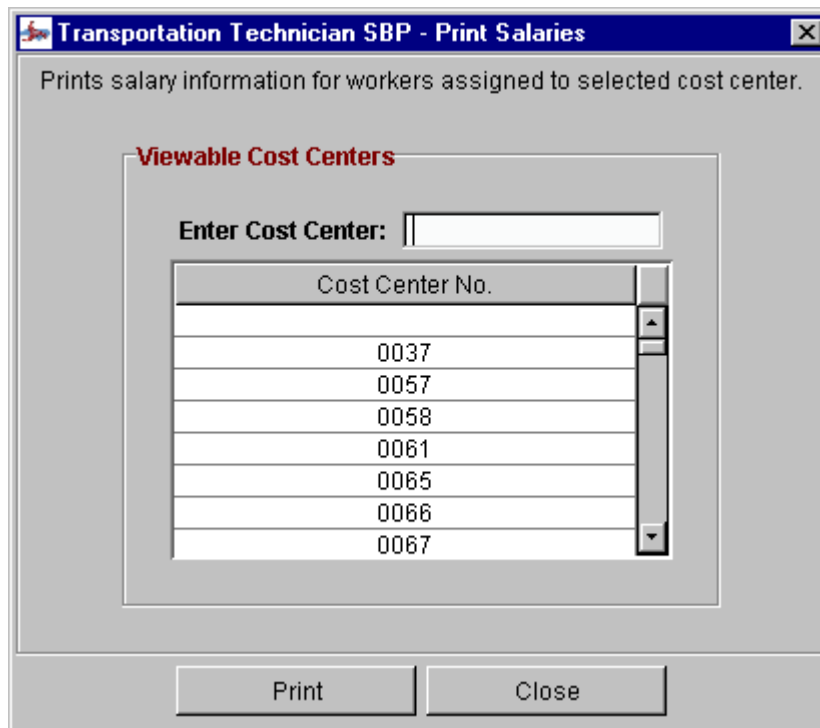
Done Internet

Figure 4.1 – 3 Sample report for Skills.

Transportation Technician Skill Based Pay

4.2 PRINT SALARIES.

The **Print Salaries** window allows you to print salary information for workers assigned to the selected cost center.



Transportation Technician SBP - Print Salaries

Prints salary information for workers assigned to selected cost center.

Viewable Cost Centers

Enter Cost Center:

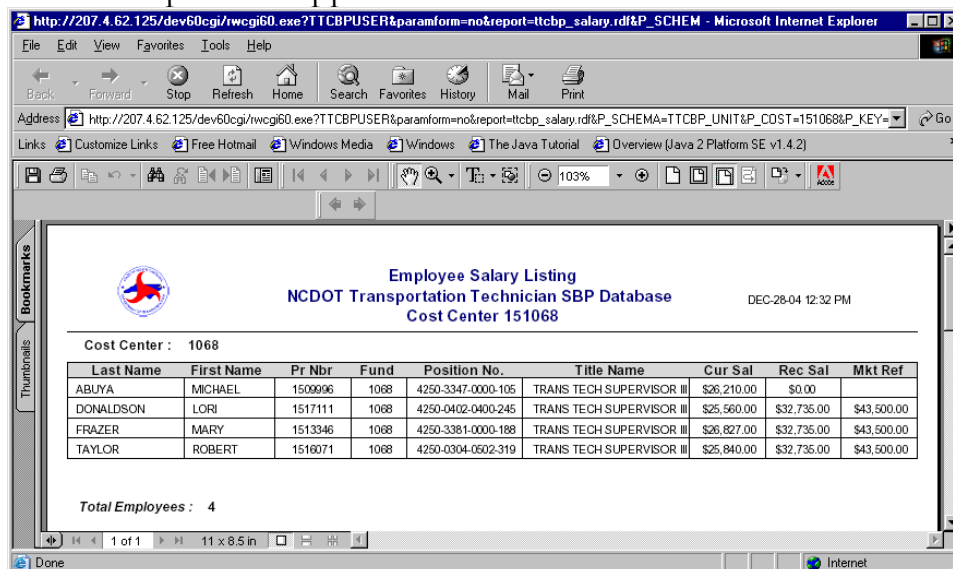
Cost Center No.

0037
0057
0058
0061
0065
0066
0067

Print Close

Figure 4.2 – 1 Print Salary screen.

The Print Salaries report will appear as follows:



Employee Salary Listing
NCDOT Transportation Technician SBP Database
Cost Center 151068

DEC-28-04 12:32 PM

Cost Center : 1068

Last Name	First Name	Pr Nbr	Fund	Position No.	Title Name	Cur Sal	Rec Sal	Mkt Ref
ABUYA	MICHAEL	150996	1068	4250-3347-0000-105	TRANS TECH SUPERVISOR III	\$26,210.00	\$0.00	
DONALDSON	LORI	1517111	1068	4250-0402-0400-245	TRANS TECH SUPERVISOR III	\$25,560.00	\$32,735.00	\$43,500.00
FRAZER	MARY	1513346	1068	4250-3381-0000-188	TRANS TECH SUPERVISOR III	\$26,827.00	\$32,735.00	\$43,500.00
TAYLOR	ROBERT	1516071	1068	4250-0304-0502-319	TRANS TECH SUPERVISOR III	\$25,840.00	\$32,735.00	\$43,500.00

Total Employees : 4

Figure 4.2 – 2 Example of Print Salaries report.

Transportation Technician Skill Based Pay

4.3 VIEW SKILLS.

The **View Skills** screen lists all the skills offered by the selected unit.

Name	Unit	Position Type	Rank No.	
3BM1	BM - Bridge Maintenance	BM	TRANSPORT...	3
3BM2	C - Construction	BM	TRANSPORT...	3
3BM4	DB - Division Bridge	BM	TRANSPORT...	3
3BM5	DC - DDC	BM	TRANSPORT...	3
3BM6	CHECK CONSTRUCTIO...	BM	TRANSPORT...	3
4BM1	DRAFT GENERAL DRAW...	BM	TRANSPORT...	3
4BM2	DRAFT CORED SLAB S...	BM	TRANSPORT...	3
4BM3	DDDDDDDDDDDDDDDD...	BM	TRANSPORT...	3
4BM4	ASSEMBLE AND DRAFT ...	BM	TRANSPORT...	3
4BM5	CHECK CONSTRUCTIO...	BM	TRANSPORT...	3
4BM6	KEEP AN ELECTRONIC ...	BM	TRANSPORT...	3
8BM1	ABILITY TO INTERPRET ...	BM	TRANS. TEC...	3
8BM2	ABILITY TO APPLY TRIG...	BM	TRANS. TEC...	3
8BM3	ABILITY TO UTILIZE THE ...	BM	TRANS. TEC...	3
9BM1	ABILITY TO GATHER INF...	BM	BRIDGE MAIN...	1
9BM2	IDENTIFY LOCATE AND ...	BM	BRIDGE MAIN...	3

Figure 4.3 – 1 View Skills screen with unit selection.

4.4 VIEW PATHS

The **VIEW PATHS** screen lists all paths offered by the selected unit.

Path Name	Level	Unit
BM - Bridge Maintenance	DS	4DS1A, 4DS1B, 4DS1C
TT IV	DS	4DS7A, 4DS7B, 4DS7C
TT IV	DS	4DS14A, 4DS14B, 4DS
TT IV	DS	4DS18A, 4DS18B, 4DS
TT V	DS	5DS1, 5DS1C, 5DS2A,
TT VI	C	6DS1A, 6DS1B, 6DS1C
Testing Testing	C	3BM4, 3C3, 3C4, 3C8,
UBMIII	BM	3BM1, 3BM2, 3BM4, 3B

Figure 4.4 – 1 View Paths Screen (w/o unit selected).

Transportation Technician Skill Based Pay

First, select a unit:

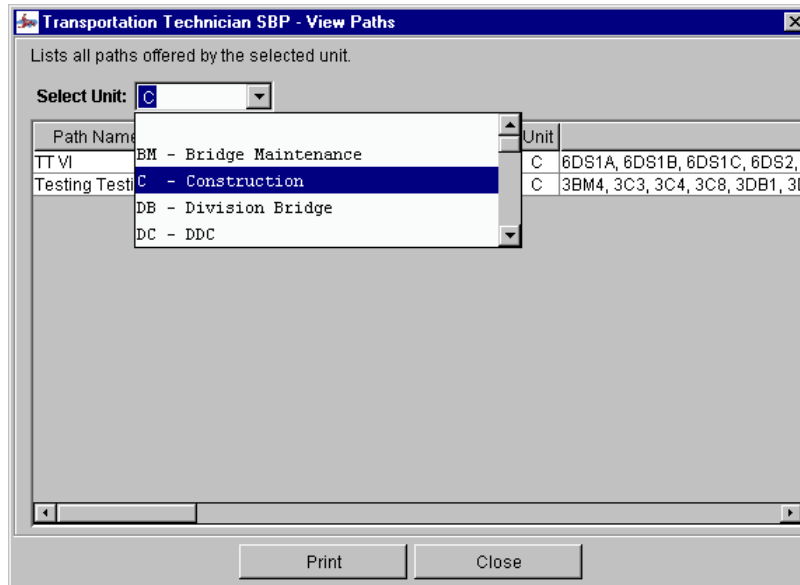


Figure 4.4 – 2 View Paths screen showing some of the units available for selection.

Second, select a path.

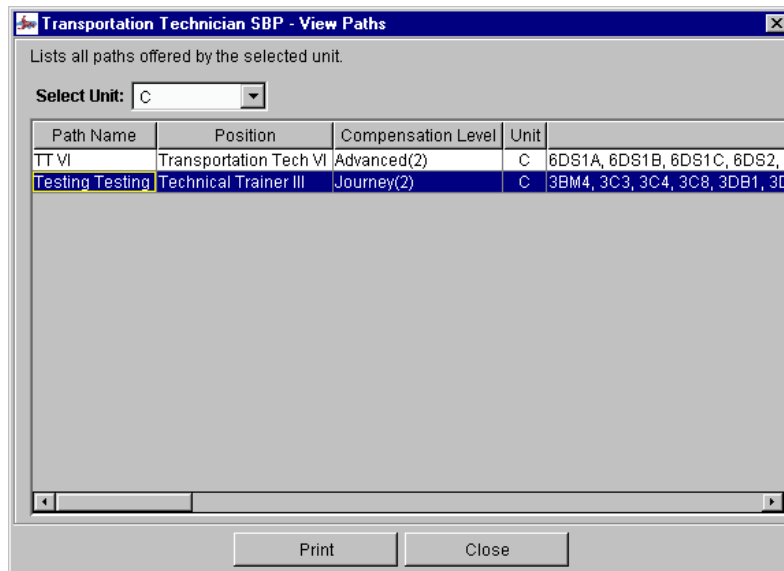
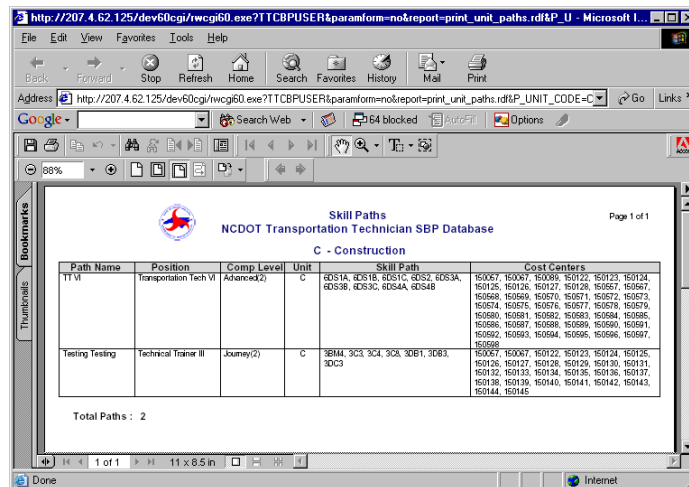


Figure 4.4 – 3 Selecting path “Testing Testing.”

Transportation Technician Skill Based Pay

The resulting report follows:



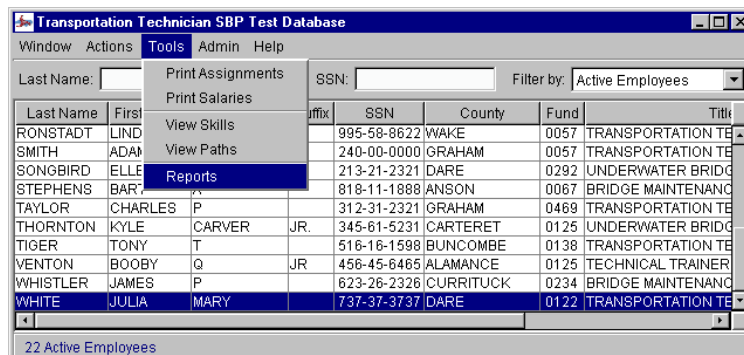
The screenshot shows a web browser window displaying a report titled "Skill Paths NCDOT Transportation Technician SBP Database". The report is for "C - Construction" and lists two skill paths. The first path is for "Transportation Tech VI" and the second is for "Technical Trainer III". Each path lists the required skills, the compensation level, and the unit. The report also includes a list of cost centers for each path.

Path Name	Position	Comp Level	Unit	Skill Path	Cost Centers
TT VI	Transportation Tech VI	Advanced(2)	C	80S1A, 80S1B, 80S1C, 80S2, 80S3A, 80S3B, 80S3C, 80S4A, 80S4B	150067, 150067, 150089, 150122, 150123, 150124, 150125, 150126, 150127, 150128, 150129, 150130, 150131, 150132, 150133, 150134, 150135, 150136, 150137, 150138, 150139, 150140, 150141, 150142, 150143, 150144, 150145
Testing Training	Technical Trainer III	Journey(2)	C	80M4, 90C1, 90C4, 90C8, 90B1, 90B3, 90C3	150067, 150067, 150122, 150123, 150124, 150125, 150126, 150127, 150128, 150129, 150130, 150131, 150132, 150133, 150134, 150135, 150136, 150137, 150138, 150139, 150140, 150141, 150142, 150143, 150144, 150145

Total Paths : 2

Figure 4.4 – 4 Sample of Skill Path report.

The last item on the **TOOLS** menu is **REPORTS**.



The screenshot shows the "Transportation Technician SBP Test Database" application. The "Tools" menu is open, and "Reports" is selected. The application displays a list of employees with columns for Last Name, First Name, Title, SSN, County, Fund, and Title. The list includes 22 active employees.

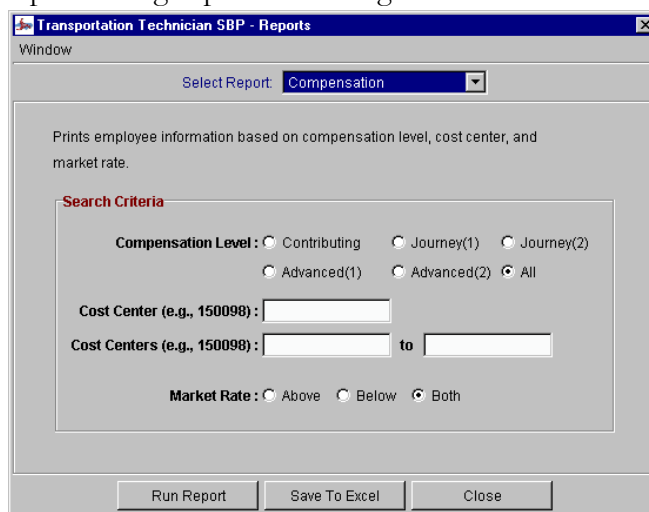
Last Name	First Name	Title	SSN	County	Fund	Title
RONSTADT	LINDA	TRANSPORTATION TECHNICIAN	995-58-8622	WAKE	0057	TRANSPORTATION TECHNICIAN
SMITH	ADAM	TRANSPORTATION TECHNICIAN	240-00-0000	GRAHAM	0057	TRANSPORTATION TECHNICIAN
SONGBIRD	ELLEN	UNDERWATER BRIDGE MAINTENANCE	213-21-2321	DARE	0292	UNDERWATER BRIDGE MAINTENANCE
STEPHENS	BARBARA	BRIDGE MAINTENANCE	818-11-1888	ANSON	0067	BRIDGE MAINTENANCE
TAYLOR	CHARLES	TRANSPORTATION TECHNICIAN	312-31-2321	GRAHAM	0469	TRANSPORTATION TECHNICIAN
THORNTON	KYLE	UNDERWATER BRIDGE MAINTENANCE	345-61-5231	CARTERET	0125	UNDERWATER BRIDGE MAINTENANCE
TIGER	TONY	TRANSPORTATION TECHNICIAN	516-16-1598	BUNCOMBE	0138	TRANSPORTATION TECHNICIAN
VENTON	BOOBY	TECHNICAL TRAINER	456-45-6465	ALAMANCE	0125	TECHNICAL TRAINER
WHISTLER	JAMES	BRIDGE MAINTENANCE	623-26-2326	CURRITUCK	0234	BRIDGE MAINTENANCE
WHITE	JULIA	TRANSPORTATION TECHNICIAN	737-37-3737	DARE	0122	TRANSPORTATION TECHNICIAN

22 Active Employees

Figure 4.5 – 1 Selecting “Reports” from the “Tools” menu.

4.5 REPORTS.

The **REPORTS** option brings up the following screen:



The screenshot shows the "Transportation Technician SBP - Reports" screen. The "Select Report" dropdown is set to "Compensation". The screen displays search criteria for Compensation Level, Cost Center, and Market Rate. The "Compensation Level" section has radio buttons for Contributing, Journey(1), Journey(2), Advanced(1), Advanced(2), and All. The "Cost Center" section has a text box for "Cost Center (e.g., 150098)". The "Cost Centers" section has a text box for "Cost Centers (e.g., 150098)" and a "to" text box. The "Market Rate" section has radio buttons for Above, Below, and Both. The "Run Report" button is highlighted.

Figure 4.5 – 2 Report options after selecting “Report” from the “Tools” menu.

Transportation Technician Skill Based Pay

This feature allows the user to run reports on compensation, skill, demographics, or paths. All of these reports allow the user to choose between running the report (with subsequent printing) or sending the report information to an **Excel spreadsheet**.

4.5.1 EXCEL.

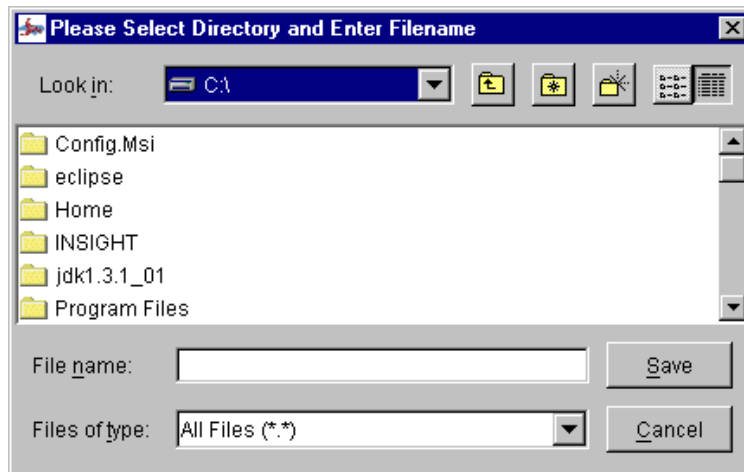


Figure 4.5.1 – 1 Enter a name for your file and select the directory where you want the file stored.

If the Excel spreadsheet button is selected, a window pops up requesting directory and file name for saving the report. After saving the file, Excel will be automatically called and will display your spreadsheet.

4.5.2 COMPENSATION REPORT.

The **compensation report** allows you to select one of several levels – or all of the levels. Cost center – or cost centers – information is not mandatory but can be used to limit the report. The market rate function determines which employees are above or below their recommended salary.

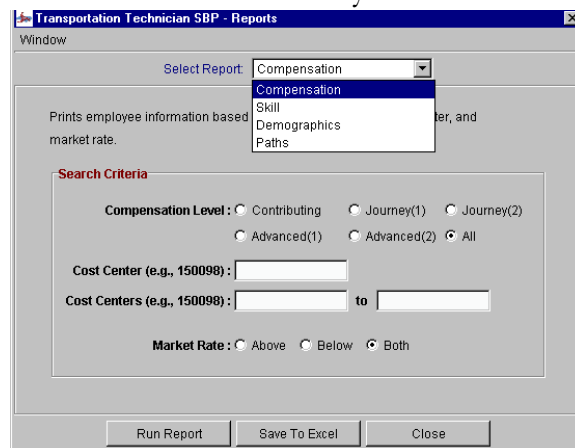


Figure 4.5.2 – 1 Screen for entering Compensation Report data.

Transportation Technician Skill Based Pay

The resulting report resembles the following figure.

Compensation Report
NCDOT Transportation Technician SBP Database
DEC-28-04 12:42 PM

Search Criteria: Cost Center: 150000 to 159999; Market Rate: BOTH

Cost Center : 150011

Name	Pr Nbr	Fund	Div	Position No.	Comp Level	Rec Sal	Cur Sal	Mkt Ref	Mkt Rate
OLIVER, DANNY L	1510160	0011	5	4220-0213-0000-378	ADVANCED(1)	\$32,427.43	\$25,567.00	\$43,500.00	BELOW
Total: 1									

Cost Center : 150034

Name	Pr Nbr	Fund	Div	Position No.	Comp Level	Rec Sal	Cur Sal	Mkt Ref	Mkt Rate
GRAY III, ADOLPH H	1517114	0034	2	4220-0502-0105-002	ADVANCED(2)	\$37,908.14	\$20,998.00	\$48,500.00	BELOW
Total: 1									

Cost Center : 150042

Figure 4.5.2 – 2 Sample report showing Compensation.

4.5.3 SKILL REPORT.

Transportation Technician SBP - Reports

Window

Select Report: Skill

Prints employees that have been assigned the specific core or add-on skill, within the specified cost center and market rate.

Search Criteria

Skill:

Type: ☐ Core ☐ Add-On ☒ Both

Cost Center (e.g., 150098):

Cost Centers (e.g., 150098): to

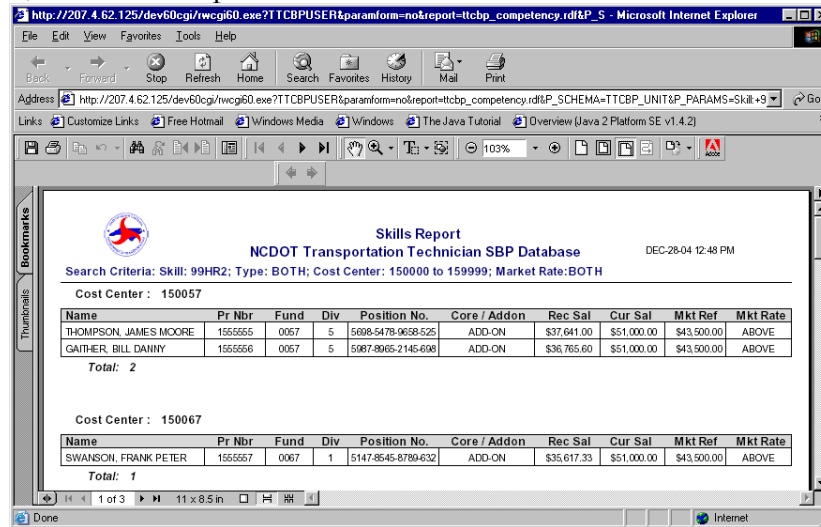
Market Rate: ☐ Above ☐ Below ☒ Both

Run Report Save To Excel Close

Figure 4.5.3 – 1 Screen for entering skill data.

Transportation Technician Skill Based Pay

The **SKILL REPORT** prints employees that have been assigned the specific core or add-on skill, within the specified cost center and market rate.



Skills Report
NCDOT Transportation Technician SBP Database
Search Criteria: Skill: 99HR2; Type: BOTH; Cost Center: 150000 to 159999; Market Rate: BOTH
DEC-28-04 12:48 PM

Cost Center : 150057

Name	Pr Nbr	Fund	Div	Position No.	Core / Addon	Rec Sal	Cur Sal	Mkt Ref	Mkt Rate
THOMPSON, JAMES MOORE	155555	0057	5	5008-5478-0658-625	ADD-ON	\$37,641.00	\$51,000.00	\$43,500.00	ABOVE
GAITHER, BILL DAHNY	155556	0057	5	5007-8065-2145-698	ADD-ON	\$36,765.60	\$51,000.00	\$43,500.00	ABOVE
Total: 2									

Cost Center : 150067

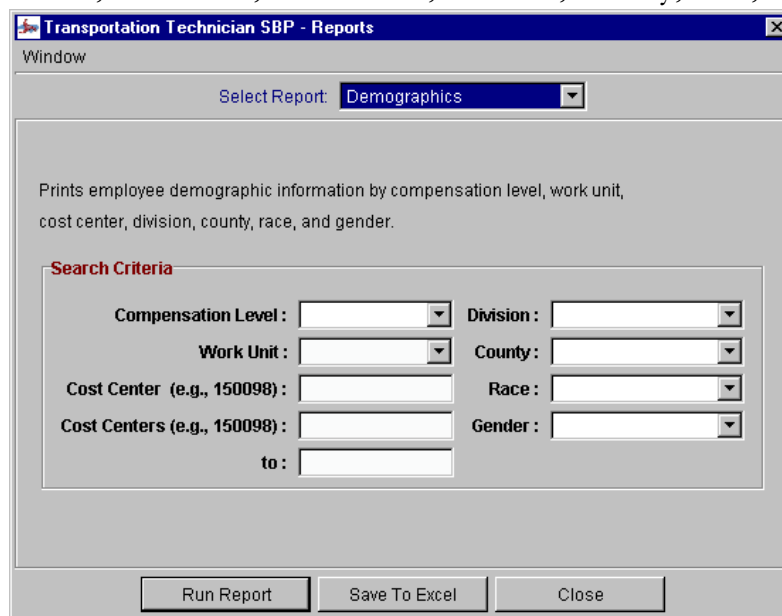
Name	Pr Nbr	Fund	Div	Position No.	Core / Addon	Rec Sal	Cur Sal	Mkt Ref	Mkt Rate
SWANSON, FRANK PETER	155557	0067	1	5147-8545-8789-632	ADD-ON	\$35,617.33	\$51,000.00	\$43,500.00	ABOVE
Total: 1									

Figure 4.5.3 –2 Sample Skill Report

The user must know the skill being sought. Cost center(s) information is not mandatory but is helpful in limiting the report. Market rate reflects the market value as defined by the set of core skills.

4.5.4 DEMOGRAPHICS REPORT.

The **DEMOGRAPHICS REPORT** prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.



Transportation Technician SBP - Reports

Window

Select Report: **Demographics**

Prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.

Search Criteria

Compensation Level :	<input type="text"/>	Division :	<input type="text"/>
Work Unit :	<input type="text"/>	County :	<input type="text"/>
Cost Center (e.g., 150098) :	<input type="text"/>	Race :	<input type="text"/>
Cost Centers (e.g., 150098) :	<input type="text"/>	Gender :	<input type="text"/>
to : <input type="text"/>			

Run Report Save To Excel Close

Figure 4.5.4 – 1 Screen for entering demographic data.

Transportation Technician Skill Based Pay

The report can be filtered by compensation level:

Transportation Technician SBP - Reports

Window

Select Report: Demographics

Prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.

Search Criteria

Compensation Level: Division:

Work Unit: County:

Cost Center (e.g., 150098): Race:

Cost Centers (e.g., 150098): Gender:

to:

Run Report Save To Excel Close

Figure 4.5.4 – 2 Demographics entry screen showing compensation levels for selection.

Or you can filter the report by work unit:

Transportation Technician SBP - Reports

Window

Select Report: Demographics

Prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.

Search Criteria

Compensation Level: Division:

Work Unit: County:

Cost Center (e.g., 150098): Race:

Cost Centers (e.g., 150098): Gender:

to:

Run Report Save To Excel Close

Figure 4.5.4 – 3 Demographics entry screen showing some of the work units for selection.

Transportation Technician Skill Based Pay

Demographics Report
NCDOT Transportation Technician SBP Database
DEC-28-04 12:50 PM

Search Criteria: SkillLevel::; Unit::; Cost Center: 150000 to 159999; Div::; County::; Race::; Sex::

Cost Center : 150057

Name	Pr Nbr	Position No.	Comp Level	Unit	Div	County	Race	Sex	Cur Sal	Rec Sal
GATHER, BILL DANNY	1555556	5087-8065-2145-608	ADVANCED(1)	DS	5	WAKE	BLACK	MALE	\$51,000.00	\$36,766.60
THOMPSON, JAMES MOORE	1555555	5696-5478-9658-525	ADVANCED(1)	DS	5	WAKE	WHITE	MALE	\$51,000.00	\$37,641.00
Total: 2										

Cost Center : 150067

Name	Pr Nbr	Position No.	Comp Level	Unit	Div	County	Race	Sex	Cur Sal	Rec Sal
SWANSON, FRANK PETER	1555557	5147-8545-8789-632	ADVANCED(1)	DS	1	CAMDEN	WHITE	FEMALE	\$51,000.00	\$35,617.33
Total: 1										

Figure 4.5.4 – 4 Sample Demographics Report.

4.5.5 PATHS REPORT.

The **PATHS** report prints employees that have been assigned to the selected path.

Transportation Technician SBP - Reports

Window

Select Report: **Paths**

Prints employees that have been assigned to the selected path.

Filter By Unit :

Path Name	Position	Compensation Level	Unit
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS1A, 4
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS7A, 4
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS14A, 4
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS18A, 4
TT V	Transportation Tech V	Advanced(1)	DS 5DS1, 5
TT VI	Transportation Tech VI	Advanced(2)	C 6DS1A, 6
Testing Testing	Technical Trainer III	Journey(2)	C 3BM4, 3
UBMIII	Bridge Maintenance Inspector I	Contributing	BM 3BM1, 3

Run Report Save To Excel Close

Figure 4.5.5 – 1 Entry screen for Paths Report.

Paths are filtered by unit.

Transportation Technician Skill Based Pay

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit : [Dropdown]

Path Name	Position	Compensation Level	Unit
TT IV	C - Construction	Advanced(1)	DS 4DS1A, 4
TT IV	DB - Division Bridge	Advanced(1)	DS 4DS7A, 4
TT IV	DC - DDC	Advanced(1)	DS 4DS14A, 4
TT IV		Advanced(1)	DS 4DS18A, 4
TT V	Transportation Tech V	Advanced(1)	DS 5DS1, 5
TT VI	Transportation Tech VI	Advanced(2)	C 6DS1A, 6
Testing Testing	Technical Trainer III	Journey(2)	C 3BM4, 3C
UBMIII	Bridge Maintenance Inspector I	Contributing	BM 3BM1, 3E

Run Report Save To Excel Close

Figure 4.5.5 – 2 Paths' entry screen showing some of the units available for selection.

In this case, the Construction unit is chosen. The skill paths for this unit are shown. Select one of the paths.

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit : C

Path Name	Position	Compensation Level	Unit
TT VI	Transportation Tech VI	Advanced(2)	C 6DS1A, 6DS1B, 6
Testing Testing	Technical Trainer III	Journey(2)	C 3BM4, 3C3, 3C4,

Run Report Save To Excel Close

Figure 4.5.5 – 3 Two skill paths are available for the Construction ('C') unit. Choose either path and run report.

Transportation Technician Skill Based Pay

Transportation Technician SBP - Reports

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit : C

Path Name	Position	Compensation Level	Unit
TT VI	Transportation Tech VI	Advanced(2)	C 6DS1A, 6DS1B, 6
Testing Testing	Technical Trainer III	Journey(2)	C 3BM4, 3C3, 3C4,

Run Report Save To Excel Close

Figure 4.5.5 – 4 The “Testing Testing” path is chosen.

After choosing a skill path, print the report. (The report will print to screen.)

http://207.4.62.125/dev60cgi/nwsgi60.exe?TTCBPUSER¶mform=notreport=print_employee_paths.rdf&P_PATH_ID=2+++&P_PATH_NAME=TT+IV& - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://207.4.62.125/dev60cgi/nwsgi60.exe?TTCBPUSER¶mform=notreport=print_employee_paths.rdf&P_PATH_ID=2+++&P_PATH_NAME=TT+IV& Go

Links Customize Links Free Hotmail Windows Media Windows The Java Tutorial Overview (Java 2 Platform SE v1.4.2)

Employee Path Assignment
NCDOT Transportation Technician SBP Database
TT IV
Page 1 of 1

Path = 4DS1A, 4DS1B, 4DS1C, 4DS2A, 4DS2B, 4DS2C, 4DS3A, 4DS3B, 4DS4A, 4DS4B, 4DS5A, 4DS5B

County = WAKE

County	Employee Name	Pr Nbr	Fund	Position No.	Title	Cur Sal	Rec Sal	Mkt Ref
WAKE	THOMPSON, JAMES MOORE	1555555	0057	5698-5478-0658-525	TRANSPORTATION TECH IV	\$51,000.00	\$37,641.00	\$43,500.00

Total Employees : 1

Done Internet

Figure 4.5.5 – 5 Sample of a Path Assignment Report.

Transportation Technician Skill Based Pay

5. ADMIN.

Under the **ADMIN** selection, the user can perform **Assignments**, add and edit **Skills**, manage skill **PATHS**, and manage **USERS**.

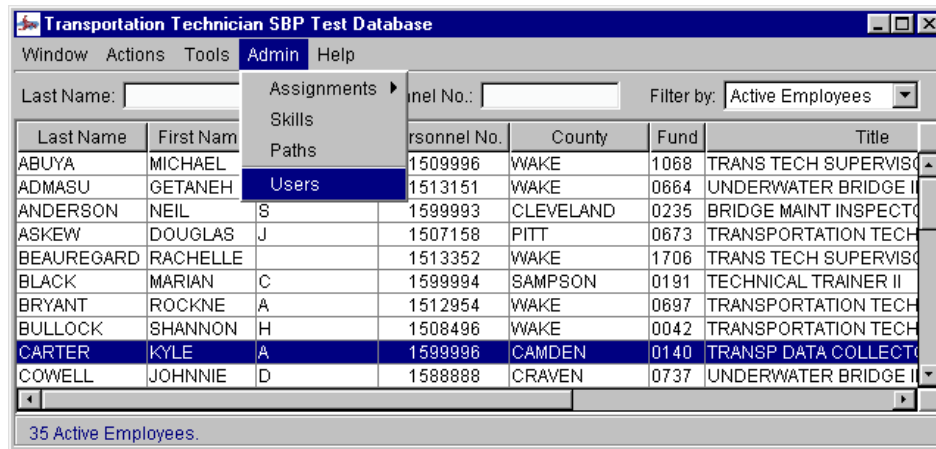


Figure 5 – 1 Displaying pull-down menu selections for Admin tab.

5.1 ASSIGNMENTS.

Using the **ASSIGNMENTS** selection, the user can add, drop, or swap skills.

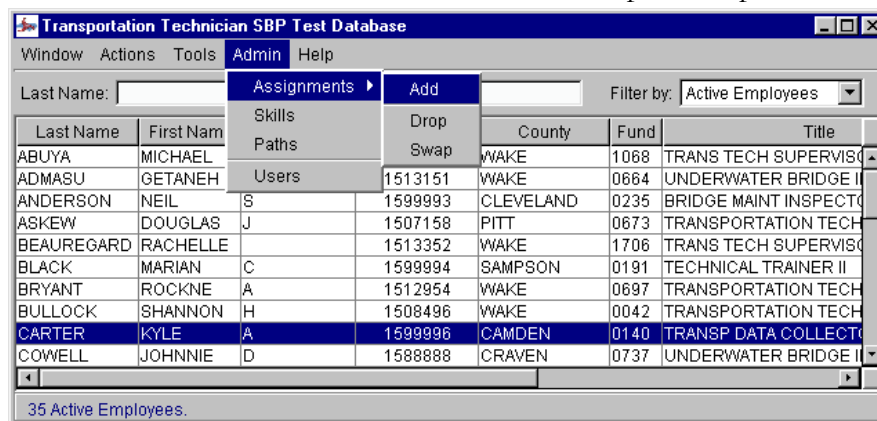


Figure 5.1 – 1 Options available under the Assignments selection of the Admin pull-down menu.

5.1.1 ADD.

The **ADD** option assigns a designated skill to all employees.

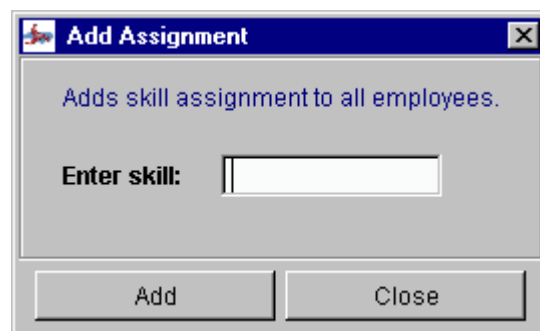
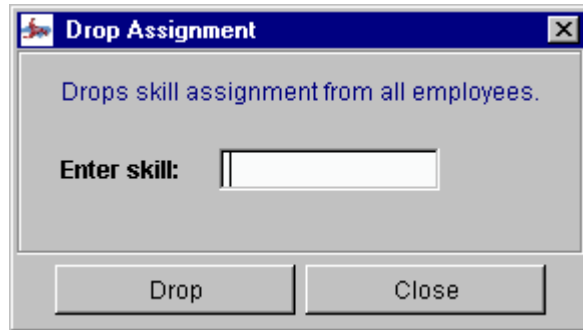


Figure 5.1 – 2 Entry screen for skill to be assigned to all employees.

Transportation Technician Skill Based Pay

5.1.2 DROP.

The **DROP** option deletes a designated skill from all employees with that skill.

A Windows-style dialog box titled "Drop Assignment" with a close button (X) in the top right corner. The main text area contains the instruction "Drops skill assignment from all employees." Below this, there is a label "Enter skill:" followed by a single-line text input field. At the bottom of the dialog, there are two buttons: "Drop" and "Close".

Drop Assignment

Drops skill assignment from all employees.

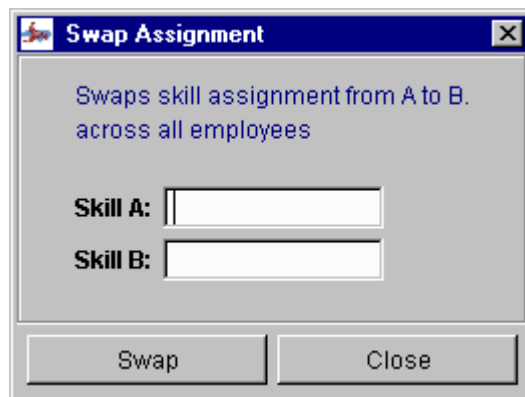
Enter skill:

Drop Close

Figure 5.1.2 – 1 Entry screen for skill to be deleted from all employees.

5.1.3 SWAP.

The **SWAP** option allows for a designated skill to be replaced by a second designated skill.

A Windows-style dialog box titled "Swap Assignment" with a close button (X) in the top right corner. The main text area contains the instruction "Swaps skill assignment from A to B. across all employees". Below this, there are two labels: "Skill A:" followed by a single-line text input field, and "Skill B:" followed by another single-line text input field. At the bottom of the dialog, there are two buttons: "Swap" and "Close".

Swap Assignment

Swaps skill assignment from A to B. across all employees

Skill A:

Skill B:

Swap Close

Figure 5.1.3 – 1 Entry screen for swapping one skill for another.

Transportation Technician Skill Based Pay

5.2 SKILLS.

The **SKILLS** selection under the **ADMIN** tab allows the user to add, edit, delete and print skills. To find the skill quickly, enter the first characters of the skill you seek (or all the characters) in the Skill Name field. Skill information on this screen is filterable by unit.

Name	Description	Measurement	Unit	Position Type	Rank No.	Duty No.
3BM1	DRAFT GENERAL DRAW...		BM	TRANSPORT...	3	
3BM2	DRAFT CORED SLAB S...		BM	TRANSPORT...	3	
3BM4	DRAFT SUBSTRUCTUR...		BM	TRANSPORT...	3	
3BM5	ASSEMBLE AND DRAFT ...		BM	TRANSPORT...	3	
3BM6	CHECK CONSTRUCTIO...		BM	TRANSPORT...	3	
4BM1	DRAFT GENERAL DRAW...		BM	TRANSPORT...	3	
4BM2	DRAFT CORED SLAB S...		BM	TRANSPORT...	3	
4BM3	DDDDDDDDDDDDDDDD...	WWWWWWWWWWWWWW...	BM	TRANSPORT...	3	
4BM4	ASSEMBLE AND DRAFT ...		BM	TRANSPORT...	3	
4BM5	CHECK CONSTRUCTIO...		BM	TRANSPORT...	3	
4BM6	KEEP AN ELECTRONIC ...		BM	TRANSPORT...	3	
8BM1	ABILITY TO INTERPRET ...	INPUT DATA INTO THE ...	BM	TRANS. TEC...	3	
8BM2	ABILITY TO APPLY TRIG...	INPUT TO THE SATISFA...	BM	TRANS. TEC...	3	
8BM3	ABILITY TO UTILIZE THE ...	INPUT TO THE SATISFA...	BM	TRANS. TEC...	3	
9BM1	ABILITY TO GATHER INF...	GATHER INFORMATION...	BM	BRIDGE MAIN...	1	
9BM2	IDENTIFY, LOCATE, AND...	PERFORM CONDITION ...	BM	BRIDGE MAIN...	3	

Figure 5.2 – 1. The main skill screen can be filtered by skill name or by unit.

5.2.1 ADD A SKILL.

To **ADD A SKILL**, you will need to know the name, rank number, duty number, the skill description, and the measurements. Click on the **ADD** button.

Skill

Name: Rank No.: Duty No.:

Description

Measurements

Save Close

Figure 5.2.1 – 1 Entry screen for adding a skill.

Transportation Technician Skill Based Pay

5.2.2 EDIT A SKILL.

To **EDIT A SKILL**, select the skill and click on **EDIT**.

The Skill Edit Panel window displays the following information:

- Skill**
 - Name: 3BM5
 - Rank No.: 3
 - Duty No.:
- Description**

ASSEMBLE AND DRAFT CONCRETE BOX CULVERT PLAN SHEETS FOR CONSTRUCTION PLANS USING CADD FOR CULVERTS OF MODERATE COMPLEXITY (E.G. STANDARD SKEWS, STANDARD AND NON-STANDARD WINGWALLS, CULVERT EXTENSIONS) INCLUDING ALL RELATED COMPUTATIONS REQUIRING LIMITED SUPERVISIONS.
- Measurements**
- Buttons**: Save, Close

Figure 5.2.2 – 1 Sample of a skill (4BM1) brought up for editing.

5.2.3 PRINT SKILLS.

The **PRINT** button produces a report of all skills for a specific unit. You must first select the unit prior to clicking the **PRINT** key.

The screenshot shows a web browser window displaying a report titled "Skills Listing" from the "NCDOT Transportation Technician SBP Database". The report is for the unit "BM - Bridge Maintenance". The table lists skills 3BM1, 3BM2, and 3BM4, all with a rank of 3.

Name	Description	Measurement	Rank	Duty
3BM1	DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING CADD AND GEOPAK ON BRIDGES, CULVERTS AND ROADWAY OF MODERATE COMPLEXITY (E.G. BRIDGES THAT CONFORM TO BRIDGE MAINTENANCE STANDARD, PILING SUBSTRUCTURE, MINIMAL ROADWAY.) REQUIRING LIMITED SUPERVISION.		3	
3BM2	DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRUCTION PLANS USING CADD FOR BRIDGES OF MODERATE COMPLEXITY (E.G. BRIDGE MAINTENANCE STANDARD LAYOUTS, DETAILS, AND SPAN LENGTHS) REQUIRING LIMITED SUPERVISION.		3	
3BM4	DRAFT SUBSTRUCTURE PLANS FOR CONSTRUCTION PLANS USING CADD OF MODERATE COMPLEXITY (E.G. BRIDGE MAINTENANCE STANDARDS FOR PILE		3	

Figure 5.2.3 – 1 Sample report of skills for the Bridge Maintenance (BM) unit.

Transportation Technician Skill Based Pay

5.3 PATHS.

The **PATHS** selection under the **ADMIN** tab allows the user to add, edit, delete and print skills. To find the skill quickly, enter the first characters of the skill you seek (or all the characters) in the Skill Name field. Skill information on this screen is filterable by unit.

Path Name	Position	Compensation Level	Unit
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS1A, 4DS1B, 4DS1C, 4DS2A, 4DS2B, 4DS2C, 4DS2D, 4DS2E, 4DS2F, 4DS2G, 4DS2H, 4DS2I, 4DS2J, 4DS2K, 4DS2L, 4DS2M, 4DS2N, 4DS2O, 4DS2P, 4DS2Q, 4DS2R, 4DS2S, 4DS2T, 4DS2U, 4DS2V, 4DS2W, 4DS2X, 4DS2Y, 4DS2Z
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS7A, 4DS7B, 4DS7C, 4DS7D, 4DS7E, 4DS7F, 4DS7G, 4DS7H, 4DS7I, 4DS7J, 4DS7K, 4DS7L, 4DS7M, 4DS7N, 4DS7O, 4DS7P, 4DS7Q, 4DS7R, 4DS7S, 4DS7T, 4DS7U, 4DS7V, 4DS7W, 4DS7X, 4DS7Y, 4DS7Z
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS14A, 4DS14B, 4DS14C, 4DS14D, 4DS14E, 4DS14F, 4DS14G, 4DS14H, 4DS14I, 4DS14J, 4DS14K, 4DS14L, 4DS14M, 4DS14N, 4DS14O, 4DS14P, 4DS14Q, 4DS14R, 4DS14S, 4DS14T, 4DS14U, 4DS14V, 4DS14W, 4DS14X, 4DS14Y, 4DS14Z
TT IV	Transportation Tech IV	Advanced(1)	DS 4DS18A, 4DS18B, 4DS18C, 4DS18D, 4DS18E, 4DS18F, 4DS18G, 4DS18H, 4DS18I, 4DS18J, 4DS18K, 4DS18L, 4DS18M, 4DS18N, 4DS18O, 4DS18P, 4DS18Q, 4DS18R, 4DS18S, 4DS18T, 4DS18U, 4DS18V, 4DS18W, 4DS18X, 4DS18Y, 4DS18Z
TT V	Transportation Tech V	Advanced(1)	DS 5DS1, 5DS1C, 5DS2A, 5DS2B, 5DS2C, 5DS2D, 5DS2E, 5DS2F, 5DS2G, 5DS2H, 5DS2I, 5DS2J, 5DS2K, 5DS2L, 5DS2M, 5DS2N, 5DS2O, 5DS2P, 5DS2Q, 5DS2R, 5DS2S, 5DS2T, 5DS2U, 5DS2V, 5DS2W, 5DS2X, 5DS2Y, 5DS2Z
TT VI	Transportation Tech VI	Advanced(2)	C 6DS1A, 6DS1B, 6DS1C, 6DS2, 6DS3, 6DS4, 6DS5, 6DS6, 6DS7, 6DS8, 6DS9, 6DS10, 6DS11, 6DS12, 6DS13, 6DS14, 6DS15, 6DS16, 6DS17, 6DS18, 6DS19, 6DS20, 6DS21, 6DS22, 6DS23, 6DS24, 6DS25, 6DS26, 6DS27, 6DS28, 6DS29, 6DS30, 6DS31, 6DS32, 6DS33, 6DS34, 6DS35, 6DS36, 6DS37, 6DS38, 6DS39, 6DS40, 6DS41, 6DS42, 6DS43, 6DS44, 6DS45, 6DS46, 6DS47, 6DS48, 6DS49, 6DS50, 6DS51, 6DS52, 6DS53, 6DS54, 6DS55, 6DS56, 6DS57, 6DS58, 6DS59, 6DS60, 6DS61, 6DS62, 6DS63, 6DS64, 6DS65, 6DS66, 6DS67, 6DS68, 6DS69, 6DS70, 6DS71, 6DS72, 6DS73, 6DS74, 6DS75, 6DS76, 6DS77, 6DS78, 6DS79, 6DS80, 6DS81, 6DS82, 6DS83, 6DS84, 6DS85, 6DS86, 6DS87, 6DS88, 6DS89, 6DS90, 6DS91, 6DS92, 6DS93, 6DS94, 6DS95, 6DS96, 6DS97, 6DS98, 6DS99, 6DS100
Testing Testing	Technical Trainer III	Journey(2)	C 3BM4, 3C3, 3C4, 3C8, 3DB1, 3DB3, 3DB5, 3DB7, 3DB9, 3DB11, 3DB13, 3DB15, 3DB17, 3DB19, 3DB21, 3DB23, 3DB25, 3DB27, 3DB29, 3DB31, 3DB33, 3DB35, 3DB37, 3DB39, 3DB41, 3DB43, 3DB45, 3DB47, 3DB49, 3DB51, 3DB53, 3DB55, 3DB57, 3DB59, 3DB61, 3DB63, 3DB65, 3DB67, 3DB69, 3DB71, 3DB73, 3DB75, 3DB77, 3DB79, 3DB81, 3DB83, 3DB85, 3DB87, 3DB89, 3DB91, 3DB93, 3DB95, 3DB97, 3DB99, 3DB101, 3DB103, 3DB105, 3DB107, 3DB109, 3DB111, 3DB113, 3DB115, 3DB117, 3DB119, 3DB121, 3DB123, 3DB125, 3DB127, 3DB129, 3DB131, 3DB133, 3DB135, 3DB137, 3DB139, 3DB141, 3DB143, 3DB145, 3DB147, 3DB149, 3DB151, 3DB153, 3DB155, 3DB157, 3DB159, 3DB161, 3DB163, 3DB165, 3DB167, 3DB169, 3DB171, 3DB173, 3DB175, 3DB177, 3DB179, 3DB181, 3DB183, 3DB185, 3DB187, 3DB189, 3DB191, 3DB193, 3DB195, 3DB197, 3DB199, 3DB201, 3DB203, 3DB205, 3DB207, 3DB209, 3DB211, 3DB213, 3DB215, 3DB217, 3DB219, 3DB221, 3DB223, 3DB225, 3DB227, 3DB229, 3DB231, 3DB233, 3DB235, 3DB237, 3DB239, 3DB241, 3DB243, 3DB245, 3DB247, 3DB249, 3DB251, 3DB253, 3DB255, 3DB257, 3DB259, 3DB261, 3DB263, 3DB265, 3DB267, 3DB269, 3DB271, 3DB273, 3DB275, 3DB277, 3DB279, 3DB281, 3DB283, 3DB285, 3DB287, 3DB289, 3DB291, 3DB293, 3DB295, 3DB297, 3DB299, 3DB301, 3DB303, 3DB305, 3DB307, 3DB309, 3DB311, 3DB313, 3DB315, 3DB317, 3DB319, 3DB321, 3DB323, 3DB325, 3DB327, 3DB329, 3DB331, 3DB333, 3DB335, 3DB337, 3DB339, 3DB341, 3DB343, 3DB345, 3DB347, 3DB349, 3DB351, 3DB353, 3DB355, 3DB357, 3DB359, 3DB361, 3DB363, 3DB365, 3DB367, 3DB369, 3DB371, 3DB373, 3DB375, 3DB377, 3DB379, 3DB381, 3DB383, 3DB385, 3DB387, 3DB389, 3DB391, 3DB393, 3DB395, 3DB397, 3DB399, 3DB401, 3DB403, 3DB405, 3DB407, 3DB409, 3DB411, 3DB413, 3DB415, 3DB417, 3DB419, 3DB421, 3DB423, 3DB425, 3DB427, 3DB429, 3DB431, 3DB433, 3DB435, 3DB437, 3DB439, 3DB441, 3DB443, 3DB445, 3DB447, 3DB449, 3DB451, 3DB453, 3DB455, 3DB457, 3DB459, 3DB461, 3DB463, 3DB465, 3DB467, 3DB469, 3DB471, 3DB473, 3DB475, 3DB477, 3DB479, 3DB481, 3DB483, 3DB485, 3DB487, 3DB489, 3DB491, 3DB493, 3DB495, 3DB497, 3DB499, 3DB501, 3DB503, 3DB505, 3DB507, 3DB509, 3DB511, 3DB513, 3DB515, 3DB517, 3DB519, 3DB521, 3DB523, 3DB525, 3DB527, 3DB529, 3DB531, 3DB533, 3DB535, 3DB537, 3DB539, 3DB541, 3DB543, 3DB545, 3DB547, 3DB549, 3DB551, 3DB553, 3DB555, 3DB557, 3DB559, 3DB561, 3DB563, 3DB565, 3DB567, 3DB569, 3DB571, 3DB573, 3DB575, 3DB577, 3DB579, 3DB581, 3DB583, 3DB585, 3DB587, 3DB589, 3DB591, 3DB593, 3DB595, 3DB597, 3DB599, 3DB601, 3DB603, 3DB605, 3DB607, 3DB609, 3DB611, 3DB613, 3DB615, 3DB617, 3DB619, 3DB621, 3DB623, 3DB625, 3DB627, 3DB629, 3DB631, 3DB633, 3DB635, 3DB637, 3DB639, 3DB641, 3DB643, 3DB645, 3DB647, 3DB649, 3DB651, 3DB653, 3DB655, 3DB657, 3DB659, 3DB661, 3DB663, 3DB665, 3DB667, 3DB669, 3DB671, 3DB673, 3DB675, 3DB677, 3DB679, 3DB681, 3DB683, 3DB685, 3DB687, 3DB689, 3DB691, 3DB693, 3DB695, 3DB697, 3DB699, 3DB701, 3DB703, 3DB705, 3DB707, 3DB709, 3DB711, 3DB713, 3DB715, 3DB717, 3DB719, 3DB721, 3DB723, 3DB725, 3DB727, 3DB729, 3DB731, 3DB733, 3DB735, 3DB737, 3DB739, 3DB741, 3DB743, 3DB745, 3DB747, 3DB749, 3DB751, 3DB753, 3DB755, 3DB757, 3DB759, 3DB761, 3DB763, 3DB765, 3DB767, 3DB769, 3DB771, 3DB773, 3DB775, 3DB777, 3DB779, 3DB781, 3DB783, 3DB785, 3DB787, 3DB789, 3DB791, 3DB793, 3DB795, 3DB797, 3DB799, 3DB801, 3DB803, 3DB805, 3DB807, 3DB809, 3DB811, 3DB813, 3DB815, 3DB817, 3DB819, 3DB821, 3DB823, 3DB825, 3DB827, 3DB829, 3DB831, 3DB833, 3DB835, 3DB837, 3DB839, 3DB841, 3DB843, 3DB845, 3DB847, 3DB849, 3DB851, 3DB853, 3DB855, 3DB857, 3DB859, 3DB861, 3DB863, 3DB865, 3DB867, 3DB869, 3DB871, 3DB873, 3DB875, 3DB877, 3DB879, 3DB881, 3DB883, 3DB885, 3DB887, 3DB889, 3DB891, 3DB893, 3DB895, 3DB897, 3DB899, 3DB901, 3DB903, 3DB905, 3DB907, 3DB909, 3DB911, 3DB913, 3DB915, 3DB917, 3DB919, 3DB921, 3DB923, 3DB925, 3DB927, 3DB929, 3DB931, 3DB933, 3DB935, 3DB937, 3DB939, 3DB941, 3DB943, 3DB945, 3DB947, 3DB949, 3DB951, 3DB953, 3DB955, 3DB957, 3DB959, 3DB961, 3DB963, 3DB965, 3DB967, 3DB969, 3DB971, 3DB973, 3DB975, 3DB977, 3DB979, 3DB981, 3DB983, 3DB985, 3DB987, 3DB989, 3DB991, 3DB993, 3DB995, 3DB997, 3DB999, 3DB1001, 3DB1003, 3DB1005, 3DB1007, 3DB1009, 3DB1011, 3DB1013, 3DB1015, 3DB1017, 3DB1019, 3DB1021, 3DB1023, 3DB1025, 3DB1027, 3DB1029, 3DB1031, 3DB1033, 3DB1035, 3DB1037, 3DB1039, 3DB1041, 3DB1043, 3DB1045, 3DB1047, 3DB1049, 3DB1051, 3DB1053, 3DB1055, 3DB1057, 3DB1059, 3DB1061, 3DB1063, 3DB1065, 3DB1067, 3DB1069, 3DB1071, 3DB1073, 3DB1075, 3DB1077, 3DB1079, 3DB1081, 3DB1083, 3DB1085, 3DB1087, 3DB1089, 3DB1091, 3DB1093, 3DB1095, 3DB1097, 3DB1099, 3DB1101, 3DB1103, 3DB1105, 3DB1107, 3DB1109, 3DB1111, 3DB1113, 3DB1115, 3DB1117, 3DB1119, 3DB1121, 3DB1123, 3DB1125, 3DB1127, 3DB1129, 3DB1131, 3DB1133, 3DB1135, 3DB1137, 3DB1139, 3DB1141, 3DB1143, 3DB1145, 3DB1147, 3DB1149, 3DB1151, 3DB1153, 3DB1155, 3DB1157, 3DB1159, 3DB1161, 3DB1163, 3DB1165, 3DB1167, 3DB1169, 3DB1171, 3DB1173, 3DB1175, 3DB1177, 3DB1179, 3DB1181, 3DB1183, 3DB1185, 3DB1187, 3DB1189, 3DB1191, 3DB1193, 3DB1195, 3DB1197, 3DB1199, 3DB1201, 3DB1203, 3DB1205, 3DB1207, 3DB1209, 3DB1211, 3DB1213, 3DB1215, 3DB1217, 3DB1219, 3DB1221, 3DB1223, 3DB1225, 3DB1227, 3DB1229, 3DB1231, 3DB1233, 3DB1235, 3DB1237, 3DB1239, 3DB1241, 3DB1243, 3DB1245, 3DB1247, 3DB1249, 3DB1251, 3DB1253, 3DB1255, 3DB1257, 3DB1259, 3DB1261, 3DB1263, 3DB1265, 3DB1267, 3DB1269, 3DB1271, 3DB1273, 3DB1275, 3DB1277, 3DB1279, 3DB1281, 3DB1283, 3DB1285, 3DB1287, 3DB1289, 3DB1291, 3DB1293, 3DB1295, 3DB1297, 3DB1299, 3DB1301, 3DB1303, 3DB1305, 3DB1307, 3DB1309, 3DB1311, 3DB1313, 3DB1315, 3DB1317, 3DB1319, 3DB1321, 3DB1323, 3DB1325, 3DB1327, 3DB1329, 3DB1331, 3DB1333, 3DB1335, 3DB1337, 3DB1339, 3DB1341, 3DB1343, 3DB1345, 3DB1347, 3DB1349, 3DB1351, 3DB1353, 3DB1355, 3DB1357, 3DB1359, 3DB1361, 3DB1363, 3DB1365, 3DB1367, 3DB1369, 3DB1371, 3DB1373, 3DB1375, 3DB1377, 3DB1379, 3DB1381, 3DB1383, 3DB1385, 3DB1387, 3DB1389, 3DB1391, 3DB1393, 3DB1395, 3DB1397, 3DB1399, 3DB1401, 3DB1403, 3DB1405, 3DB1407, 3DB1409, 3DB1411, 3DB1413, 3DB1415, 3DB1417, 3DB1419, 3DB1421, 3DB1423, 3DB1425, 3DB1427, 3DB1429, 3DB1431, 3DB1433, 3DB1435, 3DB1437, 3DB1439, 3DB1441, 3DB1443, 3DB1445, 3DB1447, 3DB1449, 3DB1451, 3DB1453, 3DB1455, 3DB1457, 3DB1459, 3DB1461, 3DB1463, 3DB1465, 3DB1467, 3DB1469, 3DB1471, 3DB1473, 3DB1475, 3DB1477, 3DB1479, 3DB1481, 3DB1483, 3DB1485, 3DB1487, 3DB1489, 3DB1491, 3DB1493, 3DB1495, 3DB1497, 3DB1499, 3DB1501, 3DB1503, 3DB1505, 3DB1507, 3DB1509, 3DB1511, 3DB1513, 3DB1515, 3DB1517, 3DB1519, 3DB1521, 3DB1523, 3DB1525, 3DB1527, 3DB1529, 3DB1531, 3DB1533, 3DB1535, 3DB1537, 3DB1539, 3DB1541, 3DB1543, 3DB1545, 3DB1547, 3DB1549, 3DB1551, 3DB1553, 3DB1555, 3DB1557, 3DB1559, 3DB1561, 3DB1563, 3DB1565, 3DB1567, 3DB1569, 3DB1571, 3DB1573, 3DB1575, 3DB1577, 3DB1579, 3DB1581, 3DB1583, 3DB1585, 3DB1587, 3DB1589, 3DB1591, 3DB1593, 3DB1595, 3DB1597, 3DB1599, 3DB1601, 3DB1603, 3DB1605, 3DB1607, 3DB1609, 3DB1611, 3DB1613, 3DB1615, 3DB1617, 3DB1619, 3DB1621, 3DB1623, 3DB1625, 3DB1627, 3DB1629, 3DB1631, 3DB1633, 3DB1635, 3DB1637, 3DB1639, 3DB1641, 3DB1643, 3DB1645, 3DB1647, 3DB1649, 3DB1651, 3DB1653, 3DB1655, 3DB1657, 3DB1659, 3DB1661, 3DB1663, 3DB1665, 3DB1667, 3DB1669, 3DB1671, 3DB1673, 3DB1675, 3DB1677, 3DB1679, 3DB1681, 3DB1683, 3DB1685, 3DB1687, 3DB1689, 3DB1691, 3DB1693, 3DB1695, 3DB1697, 3DB1699, 3DB1701, 3DB1703, 3DB1705, 3DB1707, 3DB1709, 3DB1711, 3DB1713, 3DB1715, 3DB1717, 3DB1719, 3DB1721, 3DB1723, 3DB1725, 3DB1727, 3DB1729, 3DB1731, 3DB1733, 3DB1735, 3DB1737, 3DB1739, 3DB1741, 3DB1743, 3DB1745, 3DB1747, 3DB1749, 3DB1751, 3DB1753, 3DB1755, 3DB1757, 3DB1759, 3DB1761, 3DB1763, 3DB1765, 3DB1767, 3DB1769, 3DB1771, 3DB1773, 3DB1775, 3DB1777, 3DB1779, 3DB1781, 3DB1783, 3DB1785, 3DB1787, 3DB1789, 3DB1791, 3DB1793, 3DB1795, 3DB1797, 3DB1799, 3DB1801, 3DB1803, 3DB1805, 3DB1807, 3DB1809, 3DB1811, 3DB1813, 3DB1815, 3DB1817, 3DB1819, 3DB1821, 3DB1823, 3DB1825, 3DB1827, 3DB1829, 3DB1831, 3DB1833, 3DB1835, 3DB1837, 3DB1839, 3DB1841, 3DB1843, 3DB1845, 3DB1847, 3DB1849, 3DB1851, 3DB1853, 3DB1855, 3DB1857, 3DB1859, 3DB1861, 3DB1863, 3DB1865, 3DB1867, 3DB1869, 3DB1871, 3DB1873, 3DB1875, 3DB1877, 3DB1879, 3DB1881, 3DB1883, 3DB1885, 3DB1887, 3DB1889, 3DB1891, 3DB1893, 3DB1895, 3DB1897, 3DB1899, 3DB1901, 3DB1903, 3DB1905, 3DB1907, 3DB1909, 3DB1911, 3DB1913, 3DB1915, 3DB1917, 3DB1919, 3DB1921, 3DB1923, 3DB1925, 3DB1927, 3DB1929, 3DB1931, 3DB1933, 3DB1935, 3DB1937, 3DB1939, 3DB1941, 3DB1943, 3DB1945, 3DB1947, 3DB1949, 3DB1951, 3DB1953, 3DB1955, 3DB1957, 3DB1959, 3DB1961, 3DB1963, 3DB1965, 3DB1967, 3DB1969, 3DB1971, 3DB1973, 3DB1975, 3DB1977, 3DB1979, 3DB1981, 3DB1983, 3DB1985, 3DB1987, 3DB1989, 3DB1991, 3DB1993, 3DB1995, 3DB1997, 3DB1999, 3DB2001, 3DB2003, 3DB2005, 3DB2007, 3DB2009, 3DB2011, 3DB2013, 3DB2015, 3DB2017, 3DB2019, 3DB2021, 3DB2023, 3DB2025, 3DB2027, 3DB2029, 3DB2031, 3DB2033, 3DB2035, 3DB2037, 3DB2039, 3DB2041, 3DB2043, 3DB2045, 3DB2047, 3DB2049, 3DB2051, 3DB2053, 3DB2055, 3DB2057, 3DB2059, 3DB2061, 3DB2063, 3DB2065, 3DB2067, 3DB2069, 3DB2071, 3DB2073, 3DB2075, 3DB2077, 3DB2079, 3DB2081, 3DB2083, 3DB2085, 3DB2087, 3DB2089, 3DB2091, 3DB2093, 3DB2095, 3DB2097, 3DB2099, 3DB2101, 3DB2103, 3DB2105, 3DB2107, 3DB2109, 3DB2111, 3DB2113, 3DB2115, 3DB2117, 3DB2119, 3DB2121, 3DB2123, 3DB2125, 3DB2127, 3DB2129, 3DB2131, 3DB2133, 3DB2135, 3DB2137, 3DB2139, 3DB2141, 3DB2143, 3DB2145, 3DB2147, 3DB2149, 3DB2151, 3DB2153, 3DB2155, 3DB2157, 3DB2159, 3DB2161, 3DB2163, 3DB2165, 3DB2167, 3DB2169, 3DB2171, 3DB2173, 3DB2175, 3DB2177, 3DB2179, 3DB2181, 3DB2183, 3DB2185, 3DB2187, 3DB2189, 3DB2191, 3DB2193, 3DB2195, 3DB2197, 3DB2199, 3DB2201, 3DB2203, 3DB2205, 3DB2207, 3DB2209, 3DB2211, 3DB2213, 3DB2215, 3DB2217, 3DB2219, 3DB2221, 3DB2223, 3DB2225, 3DB2227, 3DB2229, 3DB2231, 3DB2233, 3DB2235, 3DB2237, 3DB2239, 3DB2241, 3DB2243, 3DB2245, 3DB2247, 3DB2249, 3DB2251, 3DB2253, 3DB2255, 3DB2257, 3DB2259, 3DB2261, 3DB2263, 3DB2265, 3DB2267, 3DB2269, 3DB2271, 3DB2273, 3DB2275, 3DB2277, 3DB2279, 3DB2281, 3DB2283, 3DB2285, 3DB2287, 3DB2289, 3DB2291, 3DB2293, 3DB2295, 3DB2297, 3DB2299, 3DB2301, 3DB2303, 3DB2305, 3DB2307, 3DB2309, 3DB2311, 3DB2313, 3DB2315, 3DB2317, 3DB2319, 3DB2321, 3DB2323, 3DB2325, 3DB2327, 3DB2329, 3DB2331, 3DB2333, 3DB2335, 3DB2337, 3DB2339, 3DB2341, 3DB2343, 3DB2345, 3DB2347, 3DB2349, 3DB2351, 3DB2353, 3DB2355, 3DB2357, 3DB2359, 3DB2361, 3DB2363, 3DB2365, 3DB2367, 3DB2369, 3DB2371, 3DB2373, 3DB2375, 3DB2377, 3DB2379, 3DB2381, 3DB2383, 3DB2385, 3DB2387, 3DB2389, 3DB2391, 3DB2393, 3DB2395, 3DB2397, 3DB2399, 3DB2401, 3DB2403, 3DB2405, 3DB2407, 3DB2409, 3DB2411, 3DB2413, 3DB2415, 3DB2417, 3DB2419, 3DB2421, 3DB2423, 3DB2425, 3DB2427, 3DB2429, 3DB2431, 3DB2433, 3DB2435, 3DB2437, 3DB2439, 3DB2441, 3DB2443, 3DB2445, 3DB2447, 3DB2449, 3DB2451, 3DB2453, 3DB2455, 3DB2457, 3DB2459, 3DB2461, 3DB2463, 3DB2465, 3DB2467, 3DB2469, 3DB2471, 3DB2473, 3DB2475, 3DB2477, 3DB2479, 3DB2481, 3DB2483, 3DB2485, 3DB2487, 3DB2489, 3DB2491, 3DB2493, 3DB2495, 3DB2497, 3DB2499, 3DB2501, 3DB2503, 3DB2505, 3DB2507, 3DB2509, 3DB2511, 3DB2513, 3DB2515, 3DB2517, 3DB2519, 3DB2521, 3DB2523, 3DB2525, 3DB2527, 3DB2529, 3DB2531, 3DB2533, 3DB2535, 3DB2537, 3DB2539, 3DB2541, 3DB2543, 3DB2545, 3DB2547, 3DB2549, 3DB2551, 3DB2553, 3DB2555, 3DB2557, 3DB2559, 3DB2561, 3DB2563, 3DB2565, 3DB2567, 3DB2569, 3DB2571, 3DB2573, 3DB2575, 3DB2577, 3DB2579, 3DB2581, 3DB2583, 3DB2585, 3DB2587, 3DB2589, 3DB2591, 3DB2593, 3DB2595, 3DB2597, 3DB2599, 3DB2601, 3DB2603, 3DB2605, 3DB2607, 3DB2609, 3DB2611, 3DB2613, 3DB2615, 3DB2617, 3DB2619, 3DB2621, 3DB2623, 3DB2625, 3DB2627, 3DB2629, 3DB2631, 3DB2633, 3DB2635, 3DB2637, 3DB2639, 3DB2641, 3DB2643, 3DB2645, 3DB2647, 3DB2649, 3DB2651, 3DB2653, 3DB2655, 3DB2657, 3DB2659, 3DB2661, 3DB2663, 3DB2665, 3DB2667, 3DB2669, 3DB2671, 3DB2673, 3DB2675, 3DB2677, 3DB2679, 3DB2681, 3DB2683, 3DB2685, 3DB2687, 3DB2689, 3DB2691, 3DB2693, 3DB2695, 3DB2697, 3DB2699, 3DB2701, 3DB2703, 3DB2705, 3DB2707, 3DB2709, 3DB2711, 3DB2713, 3DB2715, 3DB2717, 3DB2719, 3DB2721, 3DB2723, 3DB27

Transportation Technician Skill Based Pay

The user will need to know the path name, all the skills required for the path and the appropriate cost centers for this new path. Position type, skill level and unit code can all be selected from combo box components.

5.3.2 EDIT A PATH.

To **EDIT A PATH**, select the path to be edited. Click on the “**Edit**” button. Save after edits are complete, then close.

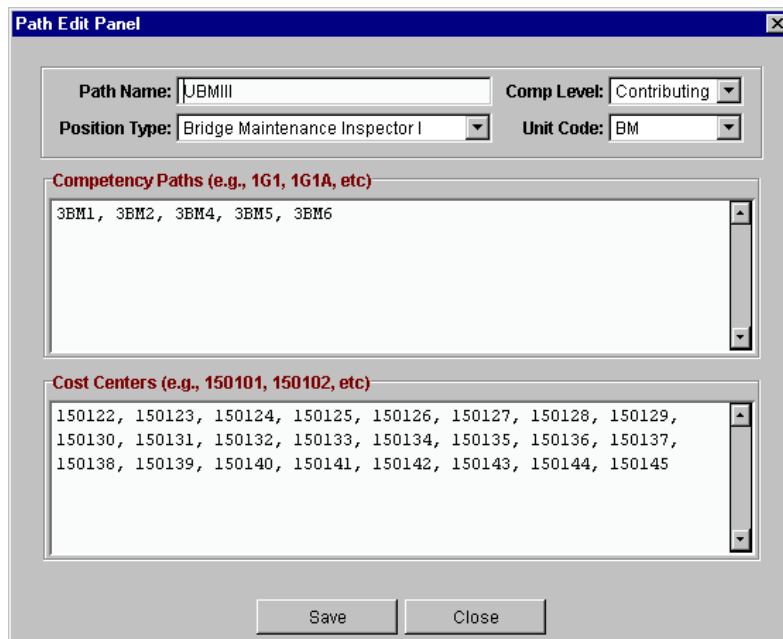
The image shows a 'Path Edit Panel' dialog box. It has a title bar with a close button. Inside, there are four input fields: 'Path Name' with the text 'UBMIII', 'Comp Level' with a dropdown menu showing 'Contributing', 'Position Type' with a dropdown menu showing 'Bridge Maintenance Inspector I', and 'Unit Code' with a dropdown menu showing 'BM'. Below these fields are two list boxes. The first list box is titled 'Competency Paths (e.g., 1G1, 1G1A, etc)' and contains the text '3BM1, 3BM2, 3BM4, 3BM5, 3BM6'. The second list box is titled 'Cost Centers (e.g., 150101, 150102, etc)' and contains a long list of numbers: '150122, 150123, 150124, 150125, 150126, 150127, 150128, 150129, 150130, 150131, 150132, 150133, 150134, 150135, 150136, 150137, 150138, 150139, 150140, 150141, 150142, 150143, 150144, 150145'. At the bottom of the dialog box are two buttons: 'Save' and 'Close'.

Figure 5.3.2 – 1 This examples shows path UBMIII is ready for editing.

5.3.3 FIND.

The **FIND** button allows the user to find employees with a specific path. If you do not select a path prior to pressing **FIND**, the following screen pops up:

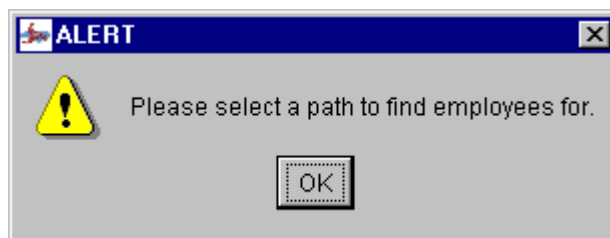
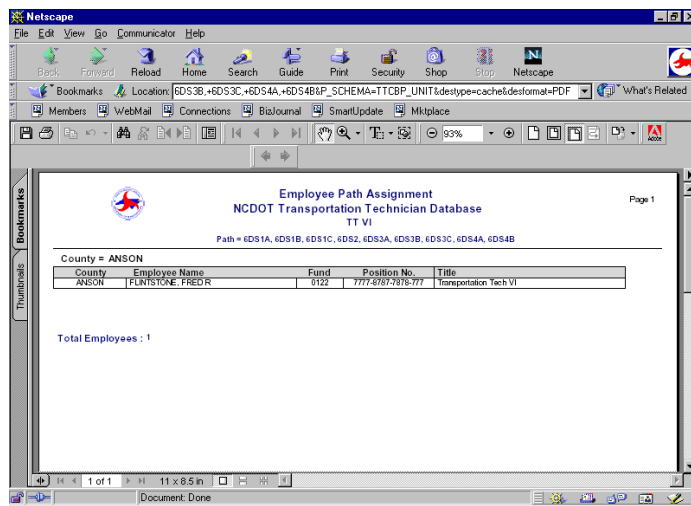


Figure 5.3.3 – 1 Warning screen if a path was not chosen.

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Select the path and click **FIND**. The report will populate.



Employee Path Assignment
NCDOT Transportation Technician Database
TT VI

Path = 6DS1A, 6DS1B, 6DS1C, 6DS2, 6DS3A, 6DS3B, 6DS3C, 6DS4A, 6DS4B

County = ANSON

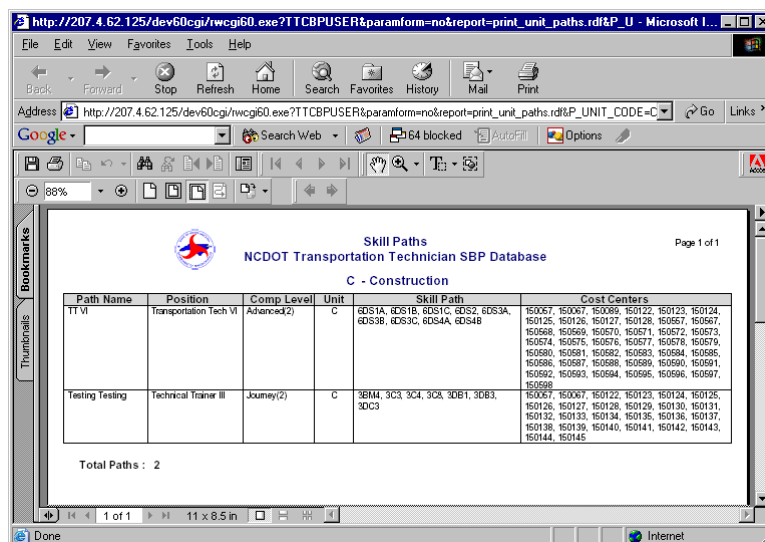
County	Employee Name	Fund	Position No.	Title
ANSON	FUNSTON, FREDR	0122	7777-8787976-777	Transportation Tech VI

Total Employees : 1

Figure 5.3.3 – 2 Resulting report after path TT VI was selected.

5.3.4 PRINT PATH ASSIGNMENTS.

To use the **PRINT** button, filter the list of paths by unit. Click on the **PRINT** button and a report will compile and display in Acrobat Reader.



Skill Paths
NCDOT Transportation Technician SBP Database
C - Construction

Path Name	Position	Comp Level	Unit	Skill Path	Cost Centers
TT VI	Transportation Tech VI	Advanced(2)	C	6DS1A, 6DS1B, 6DS1C, 6DS2, 6DS3A, 6DS3B, 6DS3C, 6DS4A, 6DS4B	150067, 150067, 150069, 150122, 150123, 150124, 150125, 150126, 150127, 150128, 150567, 150567, 150568, 150569, 150570, 150571, 150572, 150573, 150574, 150575, 150576, 150577, 150578, 150579, 150580, 150581, 150582, 150583, 150584, 150585, 150586, 150587, 150588, 150589, 150590, 150591, 150592, 150593, 150594, 150595, 150596, 150597, 150598
Testing/Testing	Technical Trainer III	Journey(2)	C	3BM4, 3C3, 3C4, 3C5, 3D61, 3D63, 3D63	150067, 150067, 150122, 150123, 150134, 150125, 150126, 150127, 150128, 150129, 150130, 150131, 150132, 150133, 150134, 150135, 150136, 150137, 150138, 150139, 150140, 150141, 150142, 150143, 150144, 150145

Total Paths : 2

Figure 5.3.4 – 1 This report shows the path assignments for the Construction ('C') unit.

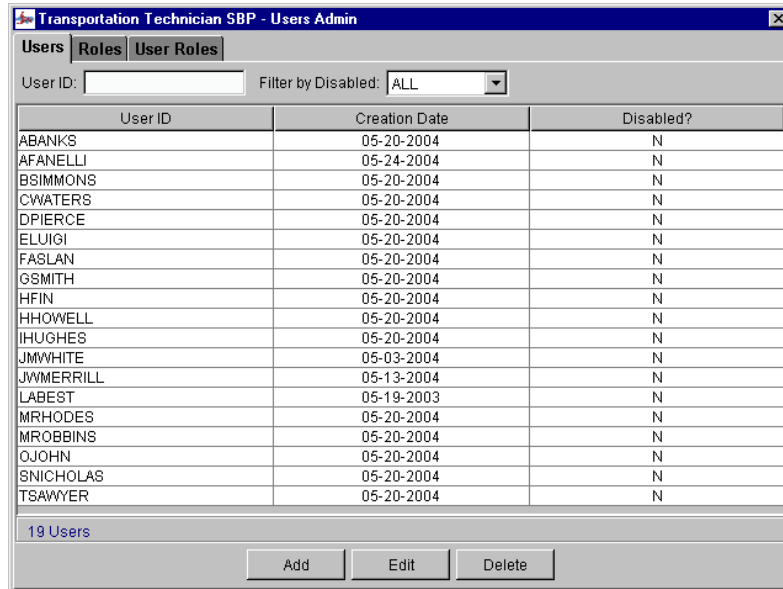
Transportation Technician Skill Based Pay

5.4 USERS.

The last option under the **ADMIN** section is **USERS**. There are three tabbed areas under **USERS**. They are **Users**, **Roles**, and **User Roles**.

5.4.1 USERS.

Under the **USERS** tab, you may add, edit or delete system users.



The screenshot shows a window titled "Transportation Technician SBP - Users Admin" with three tabs: "Users", "Roles", and "User Roles". The "Users" tab is active. At the top, there is a "User ID:" text box and a "Filter by Disabled:" dropdown menu set to "ALL". Below this is a table with three columns: "User ID", "Creation Date", and "Disabled?". The table lists 19 users. At the bottom of the window, there are three buttons: "Add", "Edit", and "Delete".

User ID	Creation Date	Disabled?
ABANKS	05-20-2004	N
AFANELLI	05-24-2004	N
BSIMMONS	05-20-2004	N
CWATERS	05-20-2004	N
DPIERCE	05-20-2004	N
ELUIGI	05-20-2004	N
FASLAN	05-20-2004	N
GSMITH	05-20-2004	N
HFIN	05-20-2004	N
HHOWELL	05-20-2004	N
IHUGHES	05-20-2004	N
JMWWHITE	05-03-2004	N
JWMERRILL	05-13-2004	N
LABEST	05-19-2003	N
MRHODES	05-20-2004	N
MROBBINS	05-20-2004	N
OJOHN	05-20-2004	N
SNICHOLAS	05-20-2004	N
TSAWYER	05-20-2004	N

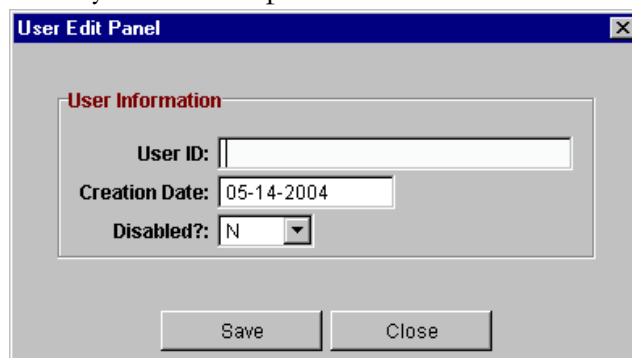
19 Users

Add Edit Delete

Figure 5.4.1 – 1 User screen showing selection of User ID HFIN.

5.4.1.1 ADD USER.

When you click the **ADD** button, a small screen pops up asking for user information. Use your Netscape email user name.



The screenshot shows a window titled "User Edit Panel". It contains a section labeled "User Information" with three fields: "User ID:" (a text box), "Creation Date:" (a text box containing "05-14-2004"), and "Disabled?:" (a dropdown menu set to "N"). At the bottom of the window are two buttons: "Save" and "Close".

User Information

User ID:

Creation Date: 05-14-2004

Disabled?: N

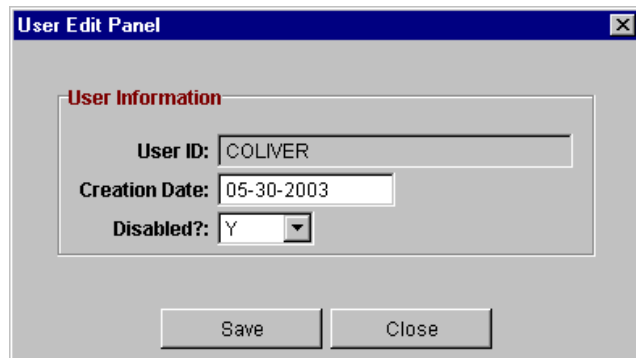
Save Close

Figure 5.4.1.1 – 1 Input the user id, save your changes, and close the window.

Transportation Technician Skill Based Pay

5.4.1.2 EDIT USER.

If you choose to **EDIT A USER**, first select the user, then press the **EDIT** button. The information will display as follows:

A screenshot of a 'User Edit Panel' window. It has a title bar with 'User Edit Panel' and a close button. The main area is titled 'User Information' in red. It contains three fields: 'User ID:' with the value 'COLIVER', 'Creation Date:' with the value '05-30-2003', and 'Disabled?:' with a dropdown menu showing 'Y'. At the bottom are 'Save' and 'Close' buttons.

User Information	
User ID:	COLIVER
Creation Date:	05-30-2003
Disabled?:	Y

Save Close

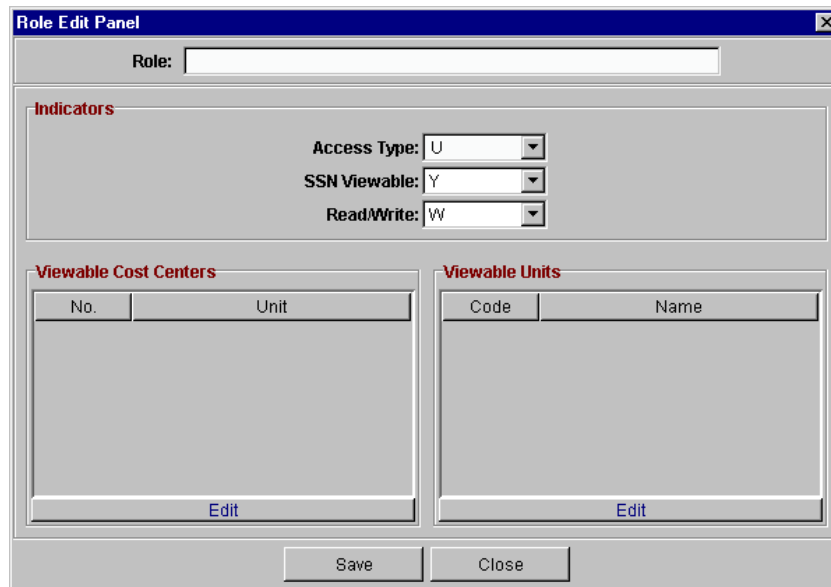
Figure 5.4.1.2 – 1 Editing screen for user COLiver.

5.4.2 ROLES.

The **Roles** tab screen displays names of roles; the type of access the role has; whether the social security number is viewable; whether the role (user name *or type name*) has read only or write privileges; the cost centers viewable for that role, and the units associated with the role.

5.4.2.1 ADD ROLES.

Select the “Add” button on the “Roles” tab.

A screenshot of a 'Role Edit Panel' window. It has a title bar with 'Role Edit Panel' and a close button. The main area is titled 'Indicators' in red. It contains three dropdown menus: 'Access Type:' with 'U', 'SSN Viewable:' with 'Y', and 'Read/Write:' with 'W'. Below these are two sections: 'Viewable Cost Centers' and 'Viewable Units'. Each section has a table with columns 'No.' and 'Unit' for cost centers, and 'Code' and 'Name' for units. Below each table is an 'Edit' button. At the bottom are 'Save' and 'Close' buttons.

Indicators	
Access Type:	U
SSN Viewable:	Y
Read/Write:	W

Viewable Cost Centers	
No.	Unit

Edit

Viewable Units	
Code	Name

Edit

Save Close

Figure 5.4.2.1 – 1 Entry screen for adding new role.

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Add the name of the new role. Determine whether this role will have **Update** or **Administrative** privileges. Decide if the social security number will be visible. Lastly, decide whether this role will have **Read** or **Write** privileges. Next, press the **Edit bar**/button under “**Viewable Cost Centers.**” A small screen will pop up that allows you to choose the cost centers to be viewed by this new role.

No.	Unit
0037	R
0057	PR
0058	SP
0061	GI
0065	M
0066	M
0067	M
0069	M

Figure 5.4.2.1 – 2 Cost Centers can be sorted by number or by unit.

Select the cost center and press the “Add” key. Do this for all cost centers to be viewed by the role. Then click the Accept button. Close the window (little x in upper right corner of window – across from “Modify Viewable Cost Centers.”)

Do the same for the Viewable Units as you did for the Viewable Cost Centers. Press the edit bar, select the unit, Add the unit, and, after all the units have been added, accept the units for viewing by this role.

Role: BRIDGES

Indicators

Access Type: U
SSN Viewable: Y
Read/Write: W

Viewable Cost Centers

No.	Unit
0125	DS - Design Services
0130	G - Geotechnical
0134	P - Photogrammetry
0138	BM - Bridge Maintenance

Viewable Units

Code	Name
BM	BM - Bridge Maintenance
DB	DB - Division Bridge
G	G - Geotechnical

Figure 5.4.2.1 – 3 Cost Centers and Units chosen for role Bridges.

Transportation Technician Skill Based Pay

5.4.2.2 EDIT ROLES.

When you select the **Edit** button of the **Roles** tab, the following screen appears:

No.	Unit
0037	R
0057	PR
0058	SP
0061	GI
0065	M
0066	M
0067	M
0069	M

Current Selections:

- 0125
- 0130
- 0134
- 0138

Figure 5.4.2.2 – 1 To add additional cost centers, select the cost center and click on “Add” .

You are now able to edit the access type, determine if the SSN should be viewable, and determine the type of access the role will have (read or write). To edit the viewable cost centers and/or units, use the respective Edit bar/button. To add, select the item and then press the Add button. To delete, select the item and press the Drop button. After all changes to viewable costs and viewable units are complete, click on the Accept key to save the changes.

Role: BRIDGES

Indicators

Access Type: U
SSN Viewable: Y
Read/Write: W

Viewable Cost Centers

No.	Unit
0125	DS - Design Services
0130	G - Geotechnical
0134	P - Photogrammetry
0138	BM - Bridge Maintenance

Viewable Units

Code	Name
BM	BM - Bridge Maintenance
DB	DB - Division Bridge
G	G - Geotechnical

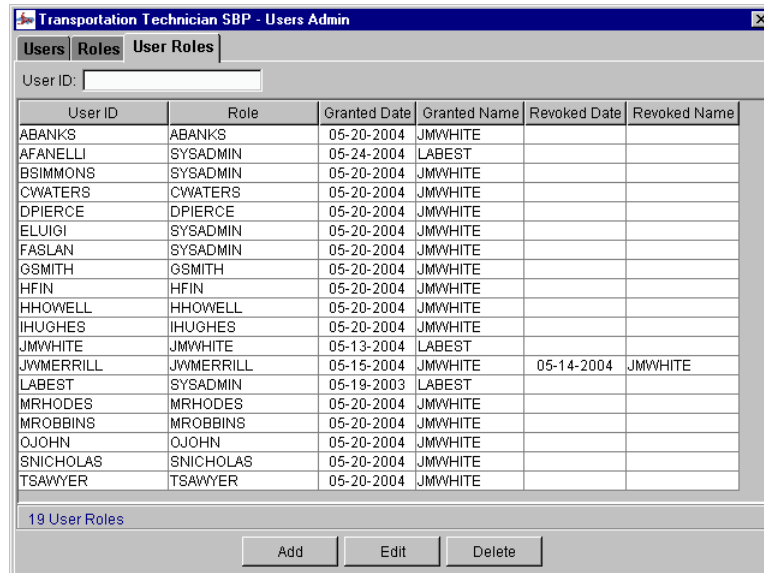
Save Close

Figure 5.4.2.2 – 2 Cost Centers and Units chosen for role Bridges.

Transportation Technician Skill Based Pay

5.4.3 USER ROLES.

The tab **USER ROLES** allows a **user role** to be applied to a user.



User ID	Role	Granted Date	Granted Name	Revoked Date	Revoked Name
ABANKS	ABANKS	05-20-2004	JMWWHITE		
AFANELLI	SYSADMIN	05-24-2004	LABEST		
BSIMMONS	SYSADMIN	05-20-2004	JMWWHITE		
CWATERS	CWATERS	05-20-2004	JMWWHITE		
DPIERCE	DPIERCE	05-20-2004	JMWWHITE		
ELUIGI	SYSADMIN	05-20-2004	JMWWHITE		
FASLAN	SYSADMIN	05-20-2004	JMWWHITE		
GSMITH	GSMITH	05-20-2004	JMWWHITE		
HFIN	HFIN	05-20-2004	JMWWHITE		
HHOWELL	HHOWELL	05-20-2004	JMWWHITE		
IHUGHES	IHUGHES	05-20-2004	JMWWHITE		
JMWWHITE	JMWWHITE	05-13-2004	LABEST		
JWMERRILL	JWMERRILL	05-15-2004	JMWWHITE	05-14-2004	JMWWHITE
LABEST	SYSADMIN	05-19-2003	LABEST		
MRHODES	MRHODES	05-20-2004	JMWWHITE		
MROBBINS	MROBBINS	05-20-2004	JMWWHITE		
OJOHN	OJOHN	05-20-2004	JMWWHITE		
SNICHOLAS	SNICHOLAS	05-20-2004	JMWWHITE		
TSAWYER	TSAWYER	05-20-2004	JMWWHITE		

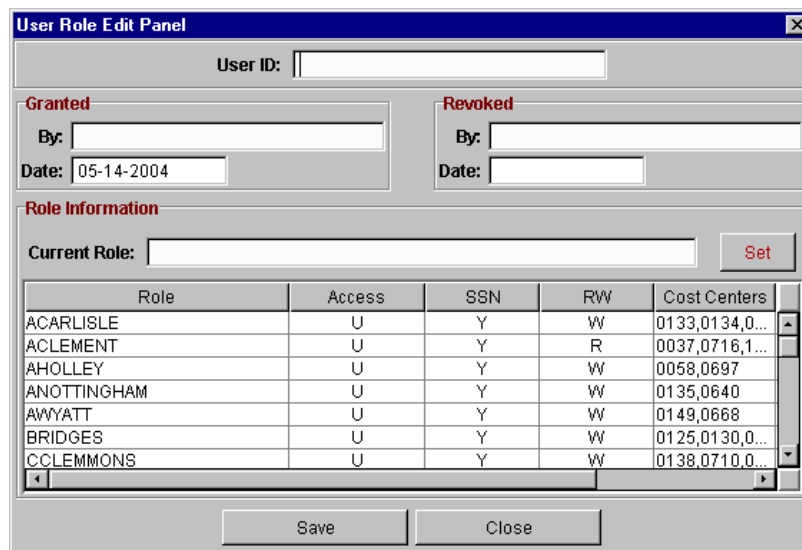
19 User Roles

Add Edit Delete

Figure 5.4.3 – 1 The User Role screen shows the User ID, the Role granted, the name of the grantor and the granted and revoked dates.

5.4.3.1 ADD A USER WITH ROLE.

To add a user with role, click on the Add button.



User ID:

Granted

By:
Date: 05-14-2004

Revoked

By:
Date:

Role Information

Current Role: **Set**

Role	Access	SSN	RW	Cost Centers
ACARLISLE	U	Y	W	0133,0134,0...
ACLEMENT	U	Y	R	0037,0716,1...
AHOLLEY	U	Y	W	0058,0697
ANOTTINGHAM	U	Y	W	0135,0640
AWYATT	U	Y	W	0149,0668
BRIDGES	U	Y	W	0125,0130,0...
CCLEMMONS	U	Y	W	0138,0710,0...

Save Close

Figure 5.4.3.1 – 1 Entry screen for adding a new user with role.

Enter the User Id, the User Id of the person granting the addition (most likely yourself), and select a current role from the table. When all this information is in place, click on the **SET** button. Click on the **Save** button, then click on the **Close** button to exit this screen.

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5.4.3.2 EDITING A USER ROLE COMBINATION.

Editing a user role combination is similar to the Add. Select a user role combination to edit, then click on the Edit button.

User ID	Role	Granted Date	Granted Name	Revoked Date	Revoked Name
ABANKS	ABANKS	05-20-2004	JMWWHITE		
AFANELLI	SYSADMIN	05-24-2004	LABEST		
BSIMMONS	SYSADMIN	05-20-2004	JMWWHITE		
CWATERS	CWATERS	05-20-2004	JMWWHITE		
DPIERCE	DPIERCE	05-20-2004	JMWWHITE		
ELUIGI	SYSADMIN	05-20-2004	JMWWHITE		
FASLAN	SYSADMIN	05-20-2004	JMWWHITE		
GSMITH	GSMITH	05-20-2004	JMWWHITE		
HFIN	HFIN	05-20-2004	JMWWHITE		
HHOWELL	HHOWELL	05-20-2004	JMWWHITE		
IHUGHES	IHUGHES	05-20-2004	JMWWHITE		
JMWWHITE	JMWWHITE	05-13-2004	LABEST		
JWMERRILL	JWMERRILL	05-15-2004	JMWWHITE	05-14-2004	JMWWHITE
LABEST	SYSADMIN	05-19-2003	LABEST		
MRHODES	MRHODES	05-20-2004	JMWWHITE		
MROBBINS	MROBBINS	05-20-2004	JMWWHITE		
OJOHN	OJOHN	05-20-2004	JMWWHITE		
SNICHOLAS	SNICHOLAS	05-20-2004	JMWWHITE		
TSAWYER	TSAWYER	05-20-2004	JMWWHITE		

19 User Roles

Add Edit Delete

Figure 5.4.3.2 – 1 Select user, press Edit.

User ID: JWMERRILL

Granted
By: JMWWHITE
Date: 05-15-2004

Revoked
By: JMWWHITE
Date: 05-14-2004

Role Information
Current Role: JWMERRILL Set

Role	Access	SSN	RW	Cost Centers
JWMERRILL	U	Y	W	0129,0130,0...
MRHODES	U	Y	W	0149,0668
MROBBINS	U	Y	W	0149,0668
OJOHN	U	Y	W	0149,0664
SNICHOLAS	U	Y	W	0058,0697
SYSADMIN	A	Y	W	
TSAWYER	U	Y	R	0037,0716,1...

Save Close

Figure 5.4.3.2 – 2 User can now be edited.

Make the necessary corrections. If the user role combination is being revoked, enter the “revoked by” and the “revoked date” information. When you click the save button, the revoked status is added to the user role table. Remember that revoking a user role combination does not delete the combination. It merely renders that combination inactive until re-granted.

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6. HELP.

The **HELP** tab displays information about the program.

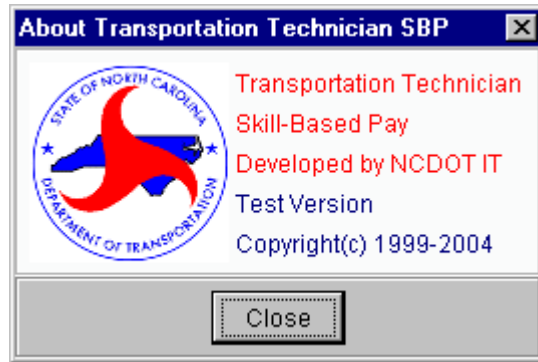


Figure 6 – 1 Information provided when the “Help” tab is selected.

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APPENDIX

7. SETUP OF SOFTWARE ON YOUR DESKTOP

Open an Internet Explorer window.

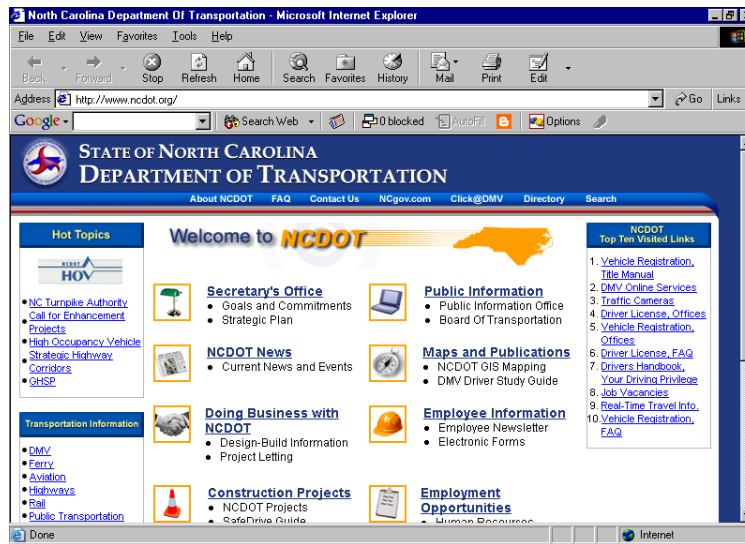


Figure 7 – 1 Default Internet Explorer browser.

Type in the following URL:

<http://oratccap01/ets-apps/cbp.html>

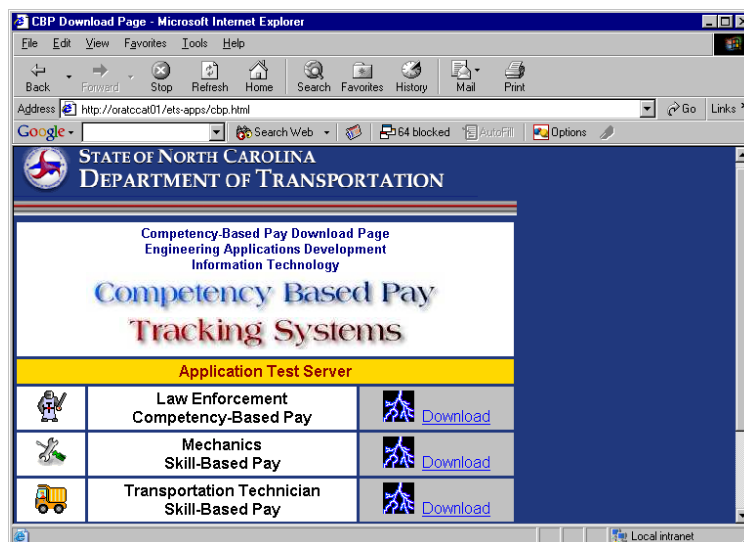


Figure 7 – 2 Skill Based Pay Tracking Systems window.

Transportation Technician Skill Based Pay

There are four (4) current systems to download and an entry for contact information from which to choose.



Figure 7 – 3 Four systems plus contact information from which to choose.

Select the desired download by clicking on the download link. A Java WebStart window will appear while it processes in the background.

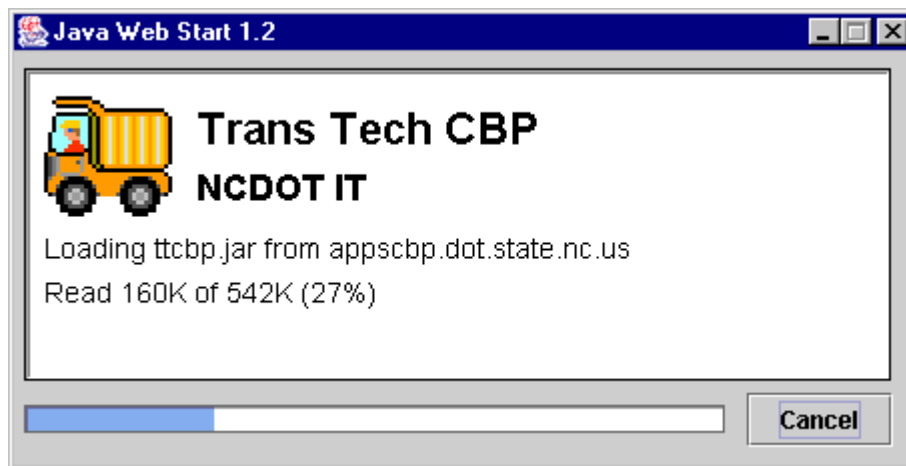


Figure 7 – 4 Processing pop-up window for Transportation Technicians Skill Based Pay system.

Transportation Technician Skill Based Pay

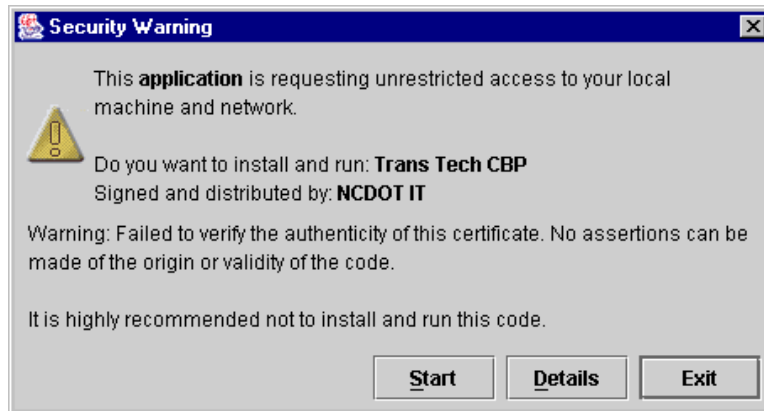


Figure 7 – 5 Warning pop-up window. Choose “Start.”

Choose and click on the “Start” button.



Figure 7 – 6 A pop-up window for the SBP being installed will show briefly on your screen.

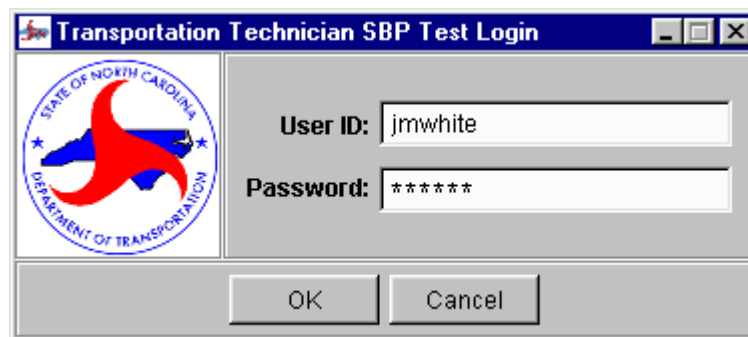


Figure 7 – 7 As the processing continues, a logon screen will pop-up. Enter your User ID and password. Select “OK.”

Transportation Technician Skill Based Pay

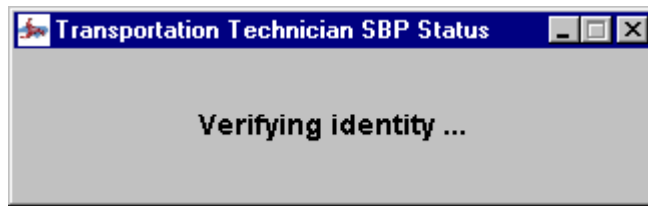


Figure 7 – 8 Identity will be verified prior to loading personnel information.

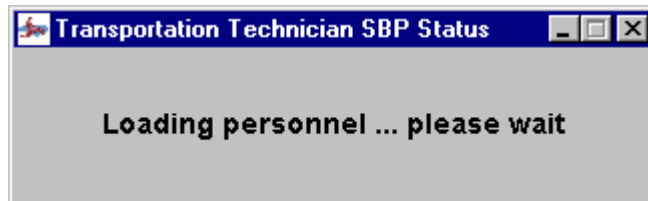


Figure 7 – 9 If you are authorized to use this system, the personnel information will load.

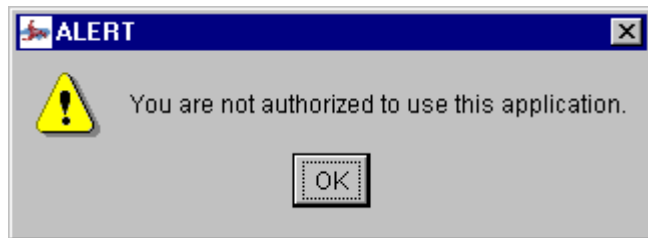


Figure 7 – 10 If you are not authorized to use the application, this ALERT pop-up window will appear.

Contact your appropriate systems administrator to acquire authorization for the program. If you are authorized for the system, and it has loaded, you now have the initial screen shown in the Administrative Program Guide.

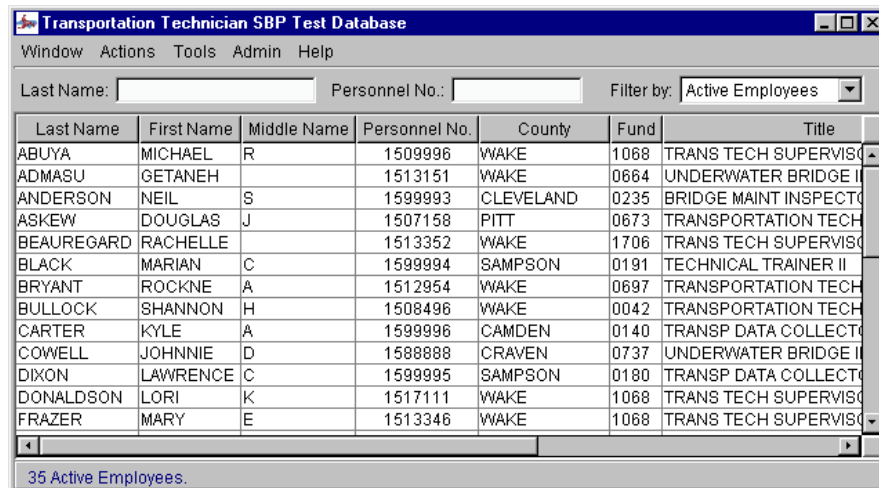


Figure 7 – 13 Initial information screen.

If you run the download a second time, you will be prompted to load icons. Select the icons you would like and click on "Yes." Otherwise, click on "No."